# Attention MegaCon 2014 Exhibitors

**Exhibitor Move In:**

| | |
|---|---|
| Thursday, March 20th | 12:00 pm – 10:00 pm |
| Friday, March 21st | 8:00 am – 11:00 am |

***All exhibitors must be set by 11:00 AM. Doors open at 12:00 PM.***

**Exhibitor Move Out:** Sunday, March 23rd 5:00 pm – 11:00 pm

**Move In / Move Out Information:**

- Loading Docks will be open for exhibitor move in starting at 12:00 pm on Thursday, March 20th.
- Loading Docks will come available for move out promptly after show close on Sunday, March 23rd at 5:00 pm. You may begin staging your vehicles on James Boyd Lane starting at 4:00 pm, for access right at 5:00 pm.

- Once show closes, options for move out will consist of (please refer to map on the back for **suggested** areas to move out):

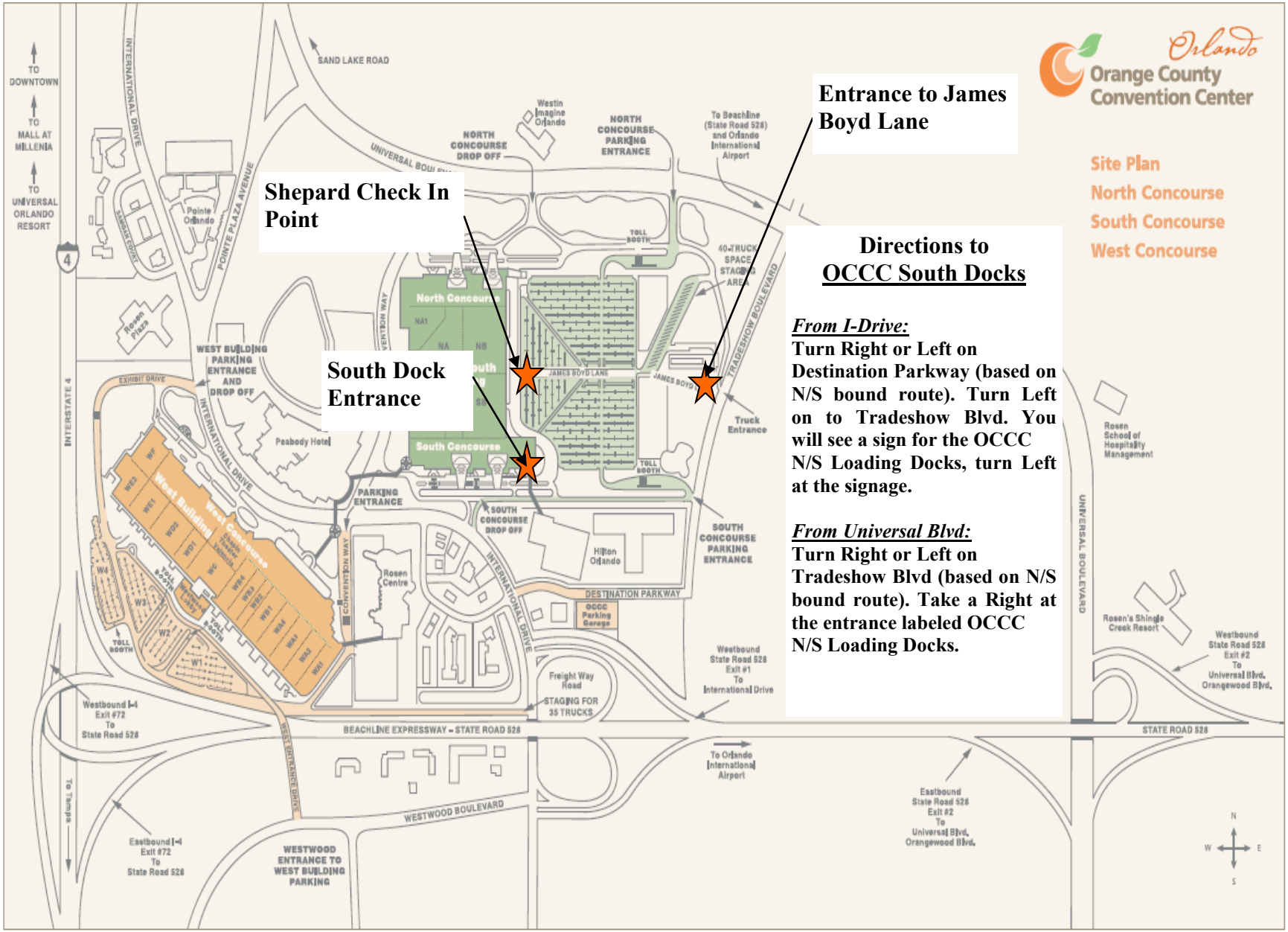
**Booths in BLUE ZONE RAMP 19**
**Booths in ORANGE ZONE RAMP 18**
**Booths in RED ZONE RAMP 17**
**Booths in YELLOW ZONE (Artist Alley) RAMP 16**

- If you wish to get your vehicle into the Loading Docks, as soon as move out is available, you may stage your vehicles on James Boyd Lane (located behind the parking areas of the Orange County Convention Center N/S Building) starting at the Shepard Check Point at 4:00 pm on Sunday, March 23rd. During staging, drivers **MUST** remain with their vehicles at all times. Upon staging, a representative from Shepard Exposition Services will marshal the move out and direct vehicles to the first available space on the ramp or dock slip. If you have a large trailer, you will be placed in a dock slip, saving room on the ramps for smaller, personally owned vehicles (POV). If ramp space is limited, you will be directed, at the determination of Shepard Exposition Services.

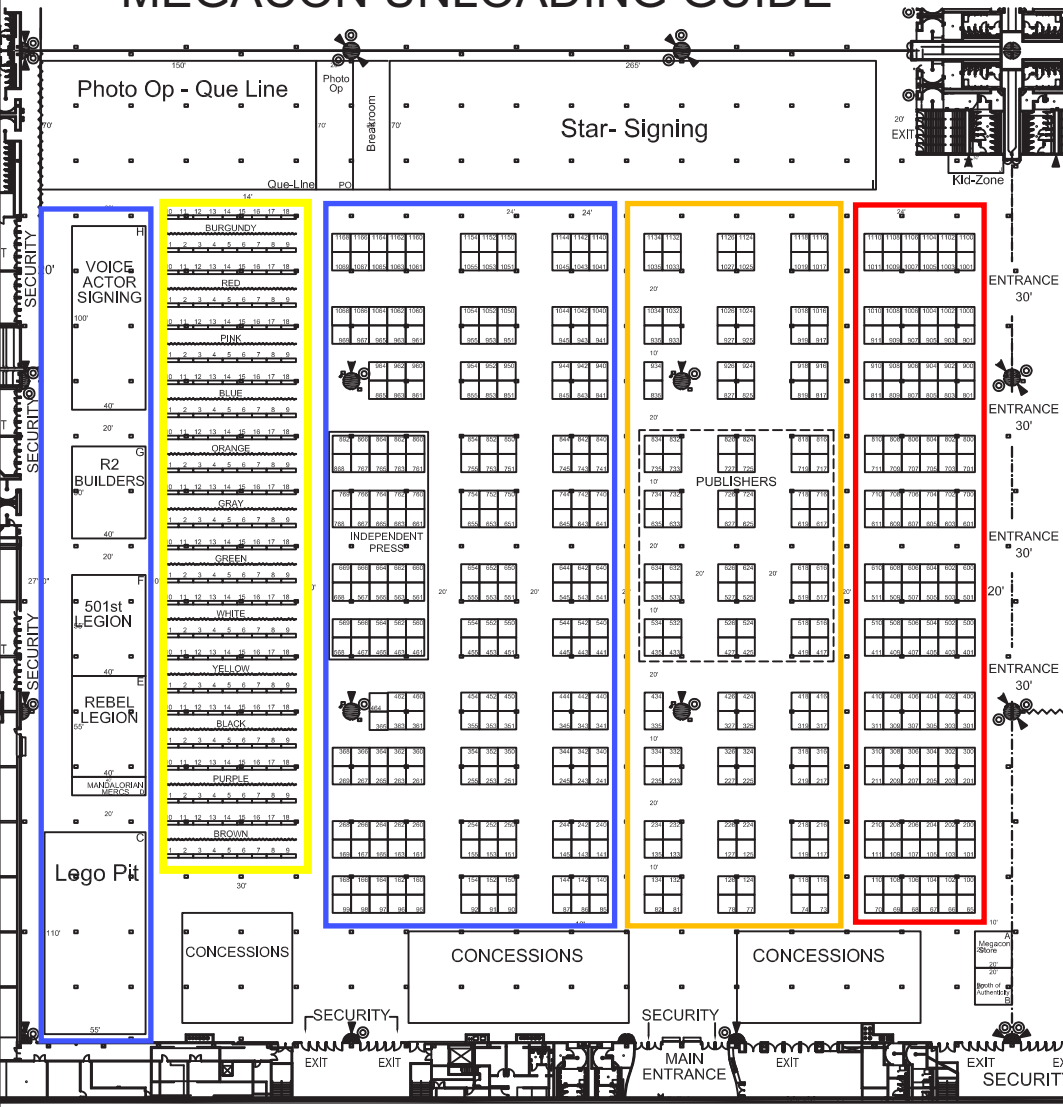
**Thank you for participating in this year's MegaCon and we look forward to seeing you at MegaCon 2015.**

your SUCCESS
Shepard
is our SUCCESS

Orange County Convention Center


Orlando
Orange County Convention Center
Site Plan
North Concourse
South Concourse
West Concourse
Entrance to James Boyd Lane
Shepard Check In Point
South Dock Entrance
Directions to OCCC South Docks
From I-Drive:
Turn Right or Left on Destination Parkway (based on N/S bound route). Turn Left on to Tradeshow Blvd. You will see a sign for the OCCC N/S Loading Docks, turn Left at the signage.
From Universal Blvd:
Turn Right or Left on Tradeshow Blvd (based on N/S bound route). Take a Right at the entrance labeled OCCC N/S Loading Docks.
TO DOWNTOWN
TO MALL AT MILLENIA
TO UNIVERSAL ORLANDO RESORT
SAND LAKE ROAD
INTERNATIONAL DRIVE
POINTE PLAZA AVENUE
UNIVERSAL BOULEVARD
NORTH CONCOURSE DROP OFF
NORTH CONCOURSE PARKING ENTRANCE
Westin Imagine Orlando
To Beachline (State Road 528) and Orlando International Airport
TOLL BOOTH
40-TRUCK SPACE STAGING AREA
North Concourse
JAMES BOYD LANE
TRADESHOW BOULEVARD
Truck Entrance
WEST BUILDING PARKING ENTRANCE AND DROP OFF
EXHIBIT DRIVE
Peabody Hotel
South Concourse
PARKING ENTRANCE
SOUTH CONCOURSE DROP OFF
SOUTH CONCOURSE PARKING ENTRANCE
Hilton Orlando
Rosen Centre
DESTINATION PARKWAY
OCCC Parking Garage
CONVENTION WAY
West Building
West Concourse
Rosen School of Hospitality Management
Rosen's Shingle Creek Resort
Westbound State Road 528 Exit #2 To Universal Blvd, Orangewood Blvd.
Westbound State Road 528 Exit #1 To International Drive
Freight Way Road
STAGING FOR 35 TRUCKS
BEACHLINE EXPRESSWAY – STATE ROAD 528
STATE ROAD 528
To Orlando International Airport
Eastbound State Road 528 Exit #2 To Universal Blvd, Orangewood Blvd.
Westbound Exit #72 To State Road 528
Eastbound Exit #72 To State Road 528
WESTWOOD BOULEVARD
WESTWOOD ENTRANCE TO WEST BUILDING PARKING
INTERSTATE 4
To Tampa
N
S
E
W

# MEGACON UNLOADING GUIDE



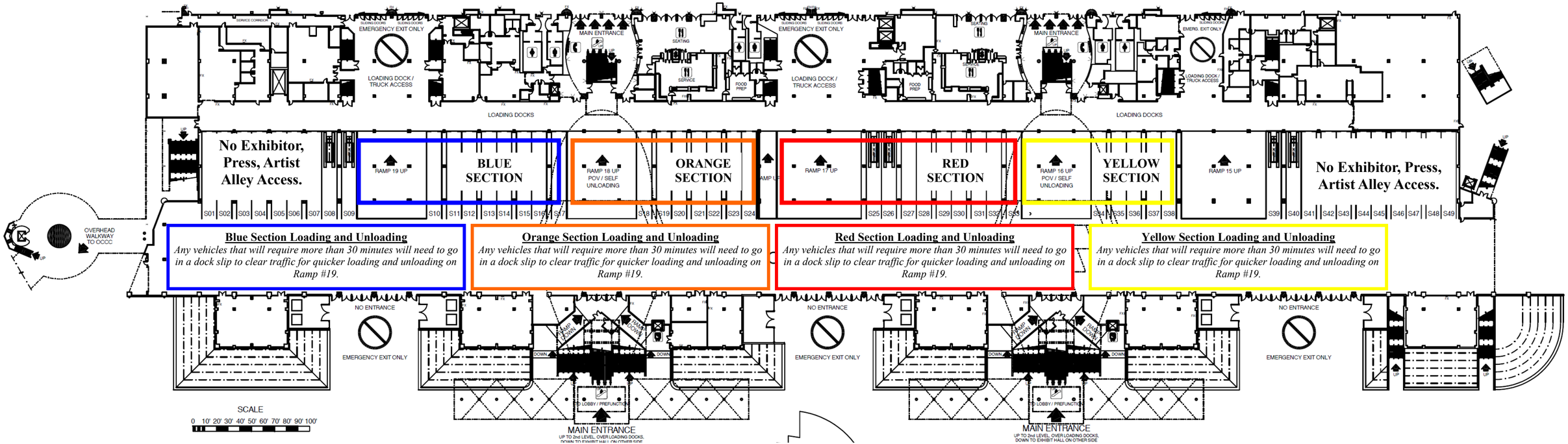

**Blue Section**
RAMP #19

**Orange Section**
RAMP #18

**Red Section**
RAMP #17

**Yellow Section**
RAMP #16

**Any vehicle requiring more than 30 minutes will need to go in a dock slip. Ramps are for quick loading and unloading of materials.*


No Exhibitor, Press, Artist Alley Access.
RAMP 19 UP
BLUE SECTION
RAMP 18 UP POV / SELF UNLOADING
ORANGE SECTION
RAMP UP
RAMP 17 UP
RED SECTION
RAMP 16 UP POV / SELF UNLOADING
YELLOW SECTION
RAMP 15 UP
No Exhibitor, Press, Artist Alley Access.
S01 S02 S03 S04 S05 S06 S07 S08 S09 S10 S11 S12 S13 S14 S15 S16 S17 S18 S19 S20 S21 S22 S23 S24 S25 S26 S27 S28 S29 S30 S31 S32 S33 S34 S35 S36 S37 S38 S39 S40 S41 S42 S43 S44 S45 S46 S47 S48 S49
EMERGENCY EXIT ONLY
LOADING DOCK / TRUCK ACCESS
LOADING DOCKS
MAIN ENTRANCE
SEATING
SERVICE
FOOD PREP
NO ENTRANCE
OVERHEAD WALKWAY TO OCCC
RAMP DOWN
TO LOBBY / PREFUNCTION
UP TO 2nd LEVEL, OVER LOADING DOCKS, DOWN TO EXHIBIT HALL ON OTHER SIDE
SCALE
0 10' 20' 30' 40' 50' 60' 70' 80' 90' 100'

**Blue Section Loading and Unloading**

*Any vehicles that will require more than 30 minutes will need to go in a dock slip to clear traffic for quicker loading and unloading on Ramp #19.*

**Orange Section Loading and Unloading**

*Any vehicles that will require more than 30 minutes will need to go in a dock slip to clear traffic for quicker loading and unloading on Ramp #19.*

**Red Section Loading and Unloading**

*Any vehicles that will require more than 30 minutes will need to go in a dock slip to clear traffic for quicker loading and unloading on Ramp #19.*

**Yellow Section Loading and Unloading**

*Any vehicles that will require more than 30 minutes will need to go in a dock slip to clear traffic for quicker loading and unloading on Ramp #19.*

**Shepard Exposition Services**
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

# SHOW INFORMATION

## MEGACON 2014

**March 21 - 23, 2014**

**Orange County Convention Center - Orlando, Florida**

Event Code: F111030314

## BOOTH PACKAGE

**Items provided in your booth, per exhibitor:**

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 8' x 30" Skirted Table - Red
(2) Side Chairs
(1) Wastebasket
* Corner booths get TWO 8' skirted tables

Please Note: Exhibitors are not permitted to lend or borrow booth package items from any other exhibit space.

**Show drape color(s):** Red, White, Gold
**Aisle carpet color:** Red

## EXHIBIT SHOW SCHEDULE

| | | |
|---|---|---|
| **General Exhibitor Move-in:** | **Thursday, March 20, 2014** | **12:00 PM - 10:00 PM** |
| | **Friday, March 21, 2014** | **8:00 AM - 11:00 AM** |
| **Exhibit Hours:** | **Friday, March 21, 2014** | **12:00 PM - 7:00 PM** |
| | **Saturday, March 22, 2014** | **10:00 AM - 6:00 PM** |
| | **Sunday, March 23, 2014** | **10:00 AM - 5:00 PM** |
| **Exhibitor Move-out:** | **Sunday, March 23, 2014** | **5:00 PM - 11:00 PM** |
| **Freight Re-route Time:** | **Sunday, March 23, 2014** | **9:00 PM** |

## IMPORTANT DEADLINES

| | | |
|---|---|---|
| **Exhibitor appointed contractor notification deadline:** | **Friday, February 21, 2014** | |
| **Discount price deadline for standard Shepard orders:** | **Friday, February 28, 2014** | |
| **First day for warehouse deliveries without a surcharge:** | **Friday, February 21, 2014** | |
| **Last day for warehouse deliveries without a surcharge:** | **Thursday, March 13, 2014** | |
| **Last day for warehouse deliveries:** | **Tuesday, March 18, 2014** | |
| **First day freight can arrive at show facility:** | **Thursday, March 20, 2014** | **at 8:00 AM** |

## SHIPPING ADDRESSES

**Advance Shipments Address**

[Exhibiting Co. Name & Booth Number]
MEGACON 2014
c/o Shepard Exposition Services
603 W. Landstreet Rd
Orlando, FL 32824

**Direct Shipments Address**

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
MEGACON 2014
Orange County Convention Center (South Concourse)
9400 Universal Blvd.
Orlando, FL 32819

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

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# ONLINE ORDERING INSTRUCTIONS

## MEGACON 2014

**March 21 - 23, 2014**

**Orange County Convention Center - Orlando, Florida**

Event Code: F111030314

## ***ATTENTION EXHIBITORS***

**ORDER NOW! Follow these simple steps to order Shepard Services Online:**

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on MEGACON 2014
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click login
   a. ***NEW users*** : User name = Your Email Address (provided by Show Management)
   Password = MegaCon14

   b. ***Previous users*** : User name = Your Email Address
   Password = Your pre-existing password
5. Don't remember your password? Click the link "Forgot your password?" and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the ◄ previous or continue ► buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on

To **DELETE** an item from your shopping cart, click next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

**Shepard Customer Service**
(407) 888-9669
orlando@shepardes.com

# PAYMENT AUTHORIZATION

## MEGACON 2014

### March 21 - 23, 2014

### Orange County Convention Center - Orlando, Florida

Event Code: F111030314

**Discount Deadline: February 28, 2014**


**Shepard Exposition Services**

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com


Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

## WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

**The following information must be included on the bank copy of the wire transfer confirmation:**

**Name of show that you are attending - MEGACON 2014**

**Exhibiting company name**

**Booth number**

**Account Name:** Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA

**Routing Number:** 041000124 **Account Number:** 42-6061-9772

**SWIFT CODE (US):** PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

## CREDIT CARD INFORMATION

**Type of Card:** MasterCard ☐ VISA ☐ ☐ Pay by Check* ☐ Pay by Wire* ☐

**Credit Card #:** ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ **Expiration Date:** ☐☐☐☐ (Month / Year)

**Billing Address:** _____ **Security Code:** ☐☐☐☐

**City, ST, Zip:** _____

**Name on Card:** _____

**Authorized Signature:** _____

**Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.*

## EXHIBITING COMPANY INFORMATION

Please fill out the following information:

**COMPANY NAME:** _____ **BOOTH #** _____

**COMPANY ADDRESS:** _____ **PHONE:** _____

**CITY, ST, ZIP:** _____ **FAX:** _____

**CONTACT NAME:** _____ **EMAIL:** _____

**** Please be sure to include the *show name or show code and your booth #* as well as the *wire fee* if you are sending a wire transfer, ACH payment, or check.**

# SHEPARD TERMS & CONDITIONS

## MEGACON 2014

### PAYMENT POLICY

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

**Outbound Services:** All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

**International Customers:** International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

### DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

### INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

### CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

### SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

### INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

### PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

# THIRD PARTY PAYMENT AUTHORIZATION

**Shepard Exposition Services**
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Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

## MEGACON 2014

March 21 - 23, 2014

Orange County Convention Center - Orlando, Florida

Event Code: F111030314

**Discount Deadline: February 28, 2014**

**The following information must be completed and the form returned to Shepard by the deadline date.**

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

## SERVICES TO BE COVERED BY THIRD PARTY

☐ **All services**

☐ Rental Furniture ☐ Exhibit Display Rentals ☐ Overhead Rigging/Labor
☐ Carpet ☐ Cleaning ☐ Installation/Dismantling Labor
☐ Material Handling *Please complete the Material Handling Authorization Form
☐ Logistics/Transportation Notes: _____
☐ Other (please specify): _____

## THIRD PARTY INFORMATION

**COMPANY NAME:** _____

**COMPANY ADDRESS:** _____ **PHONE:** _____

**CITY, ST, ZIP:** _____ **FAX:** _____

**CONTACT NAME:** _____ **EMAIL:** _____

**AUTHORIZED SIGNATURE:** _____

## EXHIBITING COMPANY INFORMATION

**COMPANY NAME:** _____ **BOOTH #** _____

**COMPANY ADDRESS:** _____ **PHONE:** _____

**CITY, ST, ZIP:** _____ **FAX:** _____

**CONTACT NAME:** _____ **EMAIL:** _____

**AUTHORIZED SIGNATURE:** _____

## THIRD PARTY CREDIT CARD INFORMATION

**Type of Card:** MasterCard ☐ VISA ☐ ☐

**Credit Card #:** _____ **Expiration Date:** ____ (Month) ____ (Year)

**Billing Address:** _____ **Security Code:** _____

**City, ST, Zip:** _____

**Name on Card:** _____

**Authorized Signature:** _____

# EXHIBITOR APPOINTED CONTRACTOR

**Shepard Exposition Services**

603 W. Landstreet Rd. Orlando, FL 32824

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## MEGACON 2014

**March 21 - 23, 2014**

**Orange County Convention Center - Orlando, Florida**

Event Code: F111030314

**Deadline Date: February 21, 2014**

**Please read the following information entirely prior to signing form and returning to Shepard.**

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

**The following information must be completed and the form returned to Shepard by the deadline date.**

**Name of Non-official Contractor:** _____

**Services to be performed:** _____

**Contact Name:** _____

**Contact Phone:** _____ **Fax:** _____

**Contact Address:** _____

**Exhibitor's Signature:** _____ **Date:** _____

**Exhibiting Company Name:** _____ **Booth #** _____

# CARPETING & CLEANING

## MEGACON 2014

### March 21 - 23, 2014

### Orange County Convention Center - Orlando, Florida

Event Code: F111030314

**Discount Deadline: February 28, 2014**


**Shepard Exposition Services**

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Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com


## EXPO CARPET - 16 OZ.

**Choose Color:**

Red (01) ☐ Black (06) ☐

Blue (05) ☐ Teal (13) ☐

Tuxedo (50) ☐ Burgundy (07) ☐

| | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50255 | | 10' x 10' | 109.00 | 141.70 | |
| 50256 | | 10' x 20' | 208.00 | 270.40 | |
| 50257 | | 10' x 30' | 307.00 | 399.10 | |
| 50258 | | 10' x 40' | 406.00 | 527.80 | |

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

**SPECIAL CUT EXPO CARPET**

| | | | | | |
|---|---|---|---|---|---|
| 50006 | | Per Square Foot | 3.05 | 3.95 | |

**Visqueen will automatically be installed at published rate listed below to protect Special Cut carpet during move-in.** Please note all carpet is a maximum of ten feet wide and is installed accordingly.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

## PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

**Choose Color:**

Red (01) ☐ Charcoal (17) ☐

Silver Cloud (18) ☐ Black (06) ☐

Deep Navy (22) ☐ Cobalt (21) ☐

| | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 46001 | | Rental/sq.ft | 4.95 | 6.45 | |
| 46003 | | Rental 1000+/sq.ft | 4.20 | 5.45 | |
| 46002 | | Purchase/sq.ft. | 12.65 | 16.45 | |

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal of carpet and visqueen.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

## PADDING & VISQUEEN

| | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50009 | | 1/2" Padding | 0.80 | 1.05 | |
| 50008 | | 1" Padding | 1.80 | 2.35 | |
| 50010 | | Visqueen | 0.30 | 0.40 | |

## BOOTH DIMENSIONS

**What is your booth size (ft.)?**

| | | | | |
|---|---|---|---|---|
| | X | | = | sq. ft. |

## BOOTH CLEANING - Minimum 100 sq.ft.

**Booth cleaning rates are per square foot.**

| | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 47011 | | Vacuum Once | 0.35 | 0.45 | |
| 47012 | | Daily Vacuum | 1.05 | 1.35 | |

**Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.**

## PERIODIC PORTER SERVICE

**Porter Service Rates are per square foot**

| | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 47030T | | Porter Svc Once | 0.50 | 0.65 | |
| 47031T | | Daily Porter Svc | 1.50 | 1.95 | |

**Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.**

**Please note: booth cleaning and porter service are taxable for this show.**

| | |
|---|---|
| **Total Carpeting & Cleaning** | $ |
| 6.50% Tax*: | $ |
| Amount Due: | $ |

**Company Name:** _____ **Booth #:** _____

**Contact Name:** _____ **Phone #:** _____

**Authorized Signature:** _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.

# EXPO FURNISHINGS

## MEGACON 2014

### March 21 - 23, 2014

### Orange County Convention Center - Orlando, Florida

Event Code: F111030314

**Discount Deadline: February 28, 2014**


**Shepard Exposition Services**

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com


## TABLES - ALL DISPLAY TABLES ARE 24" WIDE

**Choose drape color (place color code next to order):**

| | | |
|---|---|---|
| Red (01) | Gold (04) | Burgundy (07) |
| Green (02) | Blue (05) | Grey (10) |
| White (03) | Black (06) | Teal (13) |

***SKIRTED TABLES***

| Code | Qty. | Color | Size | Discount | Regular | Amount |
|---|---|---|---|---|---|---|
| 50042 | | | 4'L X 30"H | 60.00 | 78.00 | |
| 50046 | | | 6'L X 30"H | 70.00 | 91.00 | |
| 50050 | | | 8'L X 30"H | 80.00 | 104.00 | |
| 50043 | | | 4'L X 42"H | 70.00 | 91.00 | |
| 50047 | | | 6'L x 42"H | 80.00 | 104.00 | |
| 50051 | | | 8'L x 42"H | 90.00 | 117.00 | |
| 50052 | | | 4th Side 30" | 40.00 | 52.00 | |
| 50171 | | | 4th Side 42" | 40.00 | 52.00 | |

**Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.**

***UNSKIRTED TABLES***

| Code | Qty. | Size | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50040 | | 4'L X 30"H | 50.00 | 65.00 | |
| 50044 | | 6'L X 30"H | 60.00 | 78.00 | |
| 50048 | | 8'L X 30"H | 70.00 | 91.00 | |
| 50041 | | 4'L X 42"H | 60.00 | 78.00 | |
| 50045 | | 6'L x 42"H | 70.00 | 91.00 | |
| 50049 | | 8'L x 42"H | 80.00 | 104.00 | |

## RISERS - WOODEN PLANKING, 8" WIDE

***DRAPED RISERS***

| Code | Qty. | Size | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50082 | | 4'L X 6"H | 40.50 | 52.65 | |
| 50084 | | 6'L X 6"H | 55.40 | 72.00 | |
| 50086 | | 8'L X 6"H | 70.30 | 91.40 | |
| 50083 | | 4'L X 12"H | 88.05 | 114.45 | |
| 50085 | | 6'L x 12"H | 109.60 | 142.50 | |
| 50087 | | 8'L x 12"H | 122.15 | 158.80 | |

***UNDRAPED RISERS***

| Code | Qty. | Size | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50076 | | 4'L X 6"H | 20.90 | 27.15 | |
| 50078 | | 6'L X 6"H | 29.40 | 38.20 | |
| 50080 | | 8'L X 6"H | 98.70 | 128.30 | |
| 50077 | | 4'L X 12"H | 40.60 | 52.80 | |
| 50079 | | 6'L x 12"H | 57.95 | 75.35 | |
| 50081 | | 8'L x 12"H | 70.80 | 92.05 | |

## STANDARD SEATING

| Code | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50020 | | Side Chair | 63.00 | 81.90 | |
| 50021 | | Arm Chair | 89.30 | 116.10 | |
| 50024 | | Stool w/back | 99.80 | 129.75 | |

## STANDARD ACCESSORIES

LS1

| Code | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50091 | | Wastebasket | 18.40 | 23.90 | |
| 50094 | | Floor Easel | 36.25 | 47.15 | |
| 50245 | | Literature Rack | 139.30 | 181.10 | |
| LS1 | | LS1 Literature Rack | 229.50 | 298.35 | |

| Code | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50175 | | Bag Rack | 177.25 | 230.45 | |
| 50092 | | Coat Rack | 62.90 | 81.75 | |
| 50093 | | Garment Rack | 177.25 | 230.45 | |

| Code | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50427 | | Tensabarrier Stanchion | 74.75 | 97.20 | |
| 50095 | | Sign Holder, 22x28 | 82.55 | 107.30 | |

## SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

| Code | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50058 | | Sateen Skirting | 13.85 | 18.00 | |

**Please select sateen color from below:**

| | | |
|---|---|---|
| ☐ Red (01) | ☐ Gold (04) | ☐ Burgundy (07) |
| ☐ Green (02) | ☐ Blue (05) | ☐ Grey (10) |
| ☐ White (03) | ☐ Black (06) | ☐ Teal (13) |

| | |
|---|---|
| Total Expo Furnishings: | $ |
| 6.500% Tax*: | $ |
| Amount Due: | $ |

Please complete the following:

**Company Name:** _____ **Booth #:** _____

**Contact Name:** _____ **Phone #:** _____

**Authorized Signature:** _____

**Signature also indicates you read and accept the Payment Policy and Terms and Conditions.**

**Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.**

*** All tax rates are subject to change.**

# SPECIALTY FURNISHINGS/ACCESSORIES

## MEGACON 2014

### March 21 - 23, 2014

### Orange County Convention Center - Orlando, Florida

Event Code: F111030314

**Discount Deadline: February 28, 2014**


**Shepard Exposition Services**

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com


## SPECIALTY CHAIRS AND TABLES

36" Diameter
42" or 30" H

24" W x 18" H

| | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 51086 | | Director's Chair | 67.00 | 87.10 | |
| 51090 | | Director's Stool | 119.85 | 155.80 | |
| 51089 | | Ped. Table,42" | 176.10 | 228.95 | |
| 50032 | | Ped. Table,30" | 176.10 | 228.95 | |
| 50030 | | Rnd Side Table | 85.20 | 110.75 | |
| 50031 | | Sq. Side Table | 85.20 | 110.75 | |

## SHOWCASES

Full View

Quarter View

| | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50067 | | Full View 4' | 667.95 | 868.35 | |
| 50068 | | Full View 6' | 736.75 | 957.80 | |
| 50069 | | Quarter View 4' | 667.95 | 868.35 | |
| 50070 | | Quarter View 6' | 736.75 | 957.80 | |

**Standard Showcases are a gray finish.**

## MISCELLANEOUS ITEMS

| | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50185 | | Drawing Bowl | 39.10 | 50.85 | |
| 50098 | | Refrigerator | 508.65 | 661.25 | |
| 50088 | | 8' Upright | 23.45 | 30.50 | |
| 50089 | | 8' Crossbar | 15.60 | 20.30 | |

## SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

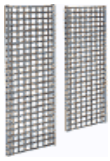
| | Lin. Ft. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50073 | | 8' High | 15.90 | 20.65 | |
| 50074 | | 3' High | 12.55 | 16.30 | |

**Choose Color:** **Minimum 4' panel rental required.**

☐ Red (01) ☐ Blue (05) ☐ Grey (10)

☐ White (03) ☐ Black (06) ☐ Burgundy (07)

## GRID AND GRID ACCESSORIES



| | Qty. | Size | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50236 | | 2'x8' w/legs, each | 159.70 | 207.60 | |
| 50237 | | 2'x8' w/o legs, each | 119.70 | 155.60 | |
| 50242 | | 7-Ball Waterfall | 10.95 | 14.25 | |

**Other accessories available, please call customer service for more information.**

## VELCRO TACK BOARD

**50061**

**50060**

| | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| 50060 | | 4' X 8' Horz. | 216.25 | 281.15 | |
| 50061 | | 4' x 8' Vert. | 216.25 | 281.15 | |

| | |
|---|---|
| Total Specialty Furnishings/Accessories: | $ |
| 6.500% Tax*: | $ |
| Amount Due: | $ |

Please complete the following:

**Company Name:** _____ **Booth #:** _____

**Contact Name:** _____ **Phone #:** _____

**Authorized Signature:** _____

**Signature also indicates you read and accept the Payment Policy and Terms and Conditions.**

**Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.**

*** All tax rates are subject to change.**

# INLINE BOOTH RENTALS

## MEGACON 2014

### March 21 - 23, 2014

### Orange County Convention Center - Orlando, Florida

Event Code: F111030314

**Discount Deadline: February 19, 2014**


**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com


## EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

***Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!***

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismanlte
- *Custom Furniture Rental

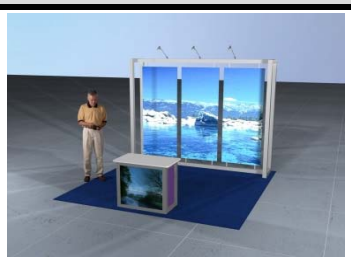
***Please visit us online for additional options and information:*** ***http://www.shepardes.com/shep-gallery.html***

### The Eddie

| Qty. | Description | Discount | Regular |
|---|---|---|---|
| | 10' x 10' | 2573.00 | 3344.90 |
| | 10' x 20' | 4190.00 | 5447.00 |
| | Subtotal | | |

(66470, 66471)

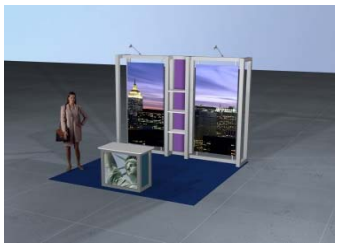
### The Jonathon



| Qty. | Description | Discount | Regular |
|---|---|---|---|
| | 10' x 10' | 1795.00 | 2333.50 |
| | 10' x 20' | 3142.00 | 4084.60 |
| | Subtotal | | |

(66474, 66475)

### The Pierce



| Qty. | Description | Discount | Regular |
|---|---|---|---|
| | 10' x 10' | 2226.50 | 2894.45 |
| | 10' x 20' | 4227.50 | 5495.75 |
| | Subtotal | | |

(66477, 66478)

### The Madison

| Qty. | Description | Discount | Regular |
|---|---|---|---|
| | 10' x 10' | 2700.00 | 3510.00 |
| | 10' x 20' | 3200.00 | 4160.00 |
| | Subtotal | | |

(66484, 66485)

### The Grant

| Qty. | Description | Discount | Regular |
|---|---|---|---|
| | 10' x 10' | 2850.00 | 3705.00 |
| | 10' x 20' | 3950.00 | 5135.00 |
| | Subtotal | | |

(66486, 66487)

### The Harrison

| Qty. | Description | Discount | Regular |
|---|---|---|---|
| | 10' x 10' | 2620.00 | 3406.00 |
| | 10' x 20' | 3850.00 | 5005.00 |
| | Subtotal | | |

(66492, 66493)

**All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.**

****Please Note**** **Carpet is not included. To order please refer to the Carpet & Cleaning form.**

**Please fax completed form to Exhibit Solutions Department at 404-720-8757.**

Please complete the following:

**Company Name:** _____ **Booth #:** _____

**Contact Name:** _____ **Phone #:** _____

**Authorized Signature:** _____

| | |
|---|---|
| Subtotal | $ |
| 6.500% Tax*: | $ |
| Amount Due: | $ |

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

# INLINE BOOTH RENTALS

## MEGACON 2014

### March 21 - 23, 2014

### Orange County Convention Center - Orlando, Florida

Event Code: F111030314

**Discount Deadline: February 19, 2014**


**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

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Exhibit Solutions Email: ESSRentals@shepardes.com

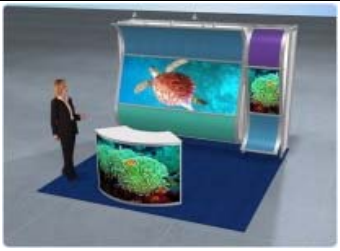

## EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

***Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!***

*Custom Design for Rentals *Onsite Logistics Management *Freight Management

***Please visit us online for additional options and information: http://www.shepardes.com/shep-gallery.html***

### The Jackson



| Qty. | Description | Discount | Regular |
|---|---|---|---|
| | 10' x 10' | 2795.00 | 3633.50 |
| | 10' x 20' | 4225.00 | 5492.50 |
| | Subtotal | | |

(66490, 66491)

### The Lincoln

| Qty. | Description | Discount | Regular |
|---|---|---|---|
| | 10' x 10' | 2650.00 | 3445.00 |
| | 10' x 20' | 3650.00 | 4745.00 |
| | Subtotal | | |

(66482, 66483)

### The Roosevelt

| Qty. | Description | Discount | Regular |
|---|---|---|---|
| | 10' x 10' | 2775.00 | 3607.50 |
| | 10' x 20' | 4400.00 | 5720.00 |
| | Subtotal | | |

(66488, 66489)

### The Lucy

| Qty. | Description | Discount | Regular |
|---|---|---|---|
| | 10' x 10' | 1650.00 | 2145.00 |
| | Subtotal | | |

(66473)

### The Dale

| Qty. | Description | Discount | Regular |
|---|---|---|---|
| | 10' x 10' | 2880.00 | 3744.00 |
| | Subtotal | | |

(66481)

**All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.**

****Please Note**** **Carpet is not included, to order please refer to the Carpet & Cleaning form.**

**Please fax completed form to Exhibit Solutions Department at 404-720-8757.**

Please complete the following:

**Company Name:** _____ **Booth #:** _____

**Contact Name:** _____ **Phone #:** _____

**Authorized Signature:** _____

| | |
|---|---|
| Subtotal | $ |
| 6.500% Tax*: | $ |
| Amount Due: | $ |

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

# EXHIBIT RENTAL ACCESSORIES

## MEGACON 2014

March 21 - 23, 2014

Orange County Convention Center - Orlando, Florida


Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Exhibit Solutions Email: ESSRentals@shepardes.com

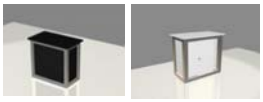

Event Code: F111030314

**Discount Deadline: February 19, 2014**

## SHOWCASES AND LOCKING CABINETS

***Quarterview Showcase***
*4' 6" W X 1' 9" D x 3' 3" H*

***Square Showcase***
*1' 9" W x 1" 9" D x 7' H*



***LC3***
3' 9" W x 2' 3" D x 3' 6" H

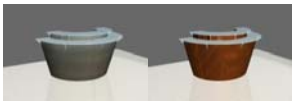
| *Showcases* | | | | | |
|---|---|---|---|---|---|
| **Code** | **Qty.** | **Description** | **Discount** | **Regular** | **Amount** |
| 66270 | | **Quarterview** | 853.50 | 1109.55 | |
| Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15) | | | | | |
| 66272 | | **Square** | 921.15 | 1197.50 | |
| Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15) | | | | | |

| *Locking Cabinets* | | | | | |
|---|---|---|---|---|---|
| **Code** | **Qty.** | **Description** | **Discount** | **Regular** | **Amount** |
| 66282 | | **LC1** | 632.55 | 822.30 | |
| Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15) | | | | | |
| 66283 | | **LC2** | 767.65 | 997.95 | |
| Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15) | | | | | |
| 66284 | | **LC3** | 466.65 | 606.65 | |
| Please choose panel color: ☐ Black (06) ☐ White (03) | | | | | |

***LC1 - 1 meter wide***
*3' 6" W x 1' 9" D x 3' 6" H*

***LC2 - 1.5 meters wide***
*5' W x 1' 9" D x 3' 6" H*

## RECEPTION COUNTERS AND COMPUTER STANDS



***RC1***
*7' 9" W x 3' 5" D x 3' 9" H*

***RC2***
*4' 9"W x 2' 3"D x 3' 3"H*

***RC3***
*5' 3"W x 3' 3"D x 3' 6"H*

***CS1*** ***CS2***
*CS1 - 3' W x 1' 9" D x 6' 3" H*
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

| *Reception Counters and Computer Stands* | | | | | |
|---|---|---|---|---|---|
| **Code** | **Qty** | **Description** | **Discount** | **Regular** | **Amount** |
| 66274 | | **RC1** | 1760.35 | 2288.45 | |
| Please choose metal color: ☐ Chrome (CH) ☐ Wood (W) | | | | | |
| 66275 | | **RC2** | 650.55 | 845.70 | |
| Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15) | | | | | |
| 66276 | | **RC3*** | 1411.15 | 1834.50 | |
| 66285 | | **CS1*** | 820.70 | 1066.90 | |
| 66286 | | **CS2** | 478.30 | 621.80 | |

*Item includes graphics. A Shepard Representative will contact you with art requirements.

## PRODUCT DISPLAY AND TRAFFIC BUILDERS

| *Product Display* | | | | | |
|---|---|---|---|---|---|
| **Code** | **Qty** | **Description** | **Discount** | **Regular** | **Amount** |
| 66277 | | **Gondola** | 452.00 | 587.60 | |
| Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15) | | | | | |
| 66278 | | **GL1*** | 798.30 | 1037.80 | |
| 66279 | | **GL2*** | 755.35 | 981.95 | |

*Item includes graphics. A Shepard Representative will contact you with art requirements.

| *Phone Charging Station* | | | | | |
|---|---|---|---|---|---|
| **Code** | **Qty** | **Description** | **Discount** | **Regular** | **Amount** |
| 66430 | | Phone Station | 1450.00 | 1885.00 | |

***Gondola***
*3' 6" W x 1' 9" D x 5' H*

***GL1*** ***GL2***
GL1 - 5' 4" W x 1' 3" D x 8' H
GL2 - 4' 3" W x 1' 3" D x 7' H

*Please note that electrical services must be ordered separately .You may find the forms in the Utilities section of the service manual.*

**Please fax completed form to the Exhibit Solutions Department at 404-720-8757.**

Please complete the following:

**Company Name:** _____ **Booth #:** _____

**Contact Name:** _____ **Phone #:** _____

**Authorized Signature:** _____

| | |
|---|---|
| Subtotal | $ |
| 6.500% Tax*: | $ |
| Amount Due: | $ |

**Signature also indicates you read and accept the Payment Policy and Terms and Conditions.**

**Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.**

*** All tax rates are subject to change.**

# SIGN ORDER FORM

## MEGACON 2014

### March 21 - 23, 2014

### Orange County Convention Center - Orlando, Florida

Event Code: F111030314

**Discount Deadline: February 28, 2014**


**Shepard Exposition Services**

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com


## SIGNS, BANNERS AND ACCESSORIES

| Code | Qty. | Description | Discount | Regular | Amount |
|---|---|---|---|---|---|
| ***Standard Foamcore Signs, Single-sided*** | | | | | |
| 70009 | | Vertical, 22" x 28" | 135.25 | 175.85 | |
| 70010 | | Horz., 22" x 28" | 135.25 | 175.85 | |
| 70011 | | Vertical, 28" x 44" | 206.10 | 267.95 | |
| 70012 | | Horz., 28" x 44" | 206.10 | 267.95 | |
| 70025 | | Meterboard, 39" x 90.75" | 417.10 | 542.25 | |
| ***Accessories*** | | | | | |
| 70017 | | Blank Foamcore, 4'x 8' | 36.75 | 47.80 | |
| 70021 | | Velcro, per ft, min. 5 ft. | 2.40 | 3.10 | |

| Code | Qty. | Description | Discount | Regular | Amount |
|---|---|---|---|---|---|
| ***Vinyl Banners with Digital Printing*** | | | | | |
| 70065 | | grommets, per sq. ft.-Vertical | 17.15 | 22.30 | |
| 70071 | | grommets, per sq. ft. - Horizontal | 17.15 | 22.30 | |
| 70066 | | Pockets, per sq. ft. - Vertical | 18.45 | 24.00 | |
| 70072 | | Pockets, per sq. ft.- Horizontal | 18.45 | 24.00 | |
| ***Replacement ID Sign - Cardstock*** | | | | | |
| 70004 | | 7" x 44" Horz. | 40.45 | 52.60 | |

**Sign prices are based on customer supplying print-ready graphics in the requested format (see below).**

Please complete the following:

**Company Name:** _____ **Booth #:** _____

**Contact Name:** _____ **Phone #:** _____

**Authorized Signature:** _____

| | |
|---|---|
| Subtotal | $ |
| 6.500% Tax*: | $ |
| Amount Due: | $ |

**Signature also indicates you read and accept the Payment Policy and Terms and Conditions.**

**Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.**

**Graphic files/requests must be received by discount deadline date to qualify for discounted prices.**

**There are no exchanges or refunds once sign has been ordered and processed.**

*** All tax rates are subject to change.**

## SIGN SUBMISSION INFORMATION

**Please follow these requests, so Shepard can provide the highest of quality signs for your show.**

### *File Submission Media*

~ CD-ROM

~ Email attachment (4 mgs or smaller only)

~ FTP (.zip compression), call for FTP information

*When sending disks, please label them with the following:*

Exhibitor Co. Name, Booth #, Show Name, Show Date

### *Artwork Dimensions & Color Specifications*

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)

~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

### *Acceptable Software & Formats*

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat

~ Files should be formatted in high-resolution quality, 100-300 dpi

~ Vector-based artwork preferred with fonts converted to outline

### *Other Graphic Services Available*

~ Artwork/graphic design serivces (70067)

~ Logo reproduction (70052)

~ Special artwork mounting (70069)

**Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.**

## UNION LABOR

Florida is a "right to work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

## EXHIBIT LABOR JURISDICTION

Union exhibit labor claims jurisdiction for the installation and dismantling of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

## MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

## GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

## IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

## SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

# LABOR ORDER FORM

## MEGACON 2014

### March 21 - 23, 2014

### Orange County Convention Center - Orlando, Florida

Event Code: F111030314

**Discount Deadline: February 28, 2014**


**Shepard Exposition Services**

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com


## INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

**Please complete the following:**

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

**I will need Shepard Supervised Labor for (please check one):**

○ **Installation** ○ **Dismantling** ○ **Both Install/Dismantle**

| Code | Qty. | Item | Discount | Regular | Sup. Fee | Amount |
|---|---|---|---|---|---|---|
| **Shepard Supervised Labor (Exhibitor not present)** | | | | | | |
| 68066 | | ST | 73.25 | 95.25 | 30% ** | |
| 68067 | | OT | 109.88 | 142.85 | 30% ** | |
| 68068 | | DT | 146.50 | 190.45 | 30% ** | |

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

**I will need Exhibitor Supervised Labor for (please check one):**

○ **Installation** ○ **Dismantling** ○ **Both Install/Dismantle**

| Code | Qty. | Item | Discount | Regular | Amount |
|---|---|---|---|---|---|
| **Exhibitor Supervised Labor** | | | | | |
| 68060 | | ST | 73.25 | 95.25 | |
| 68061 | | OT | 109.88 | 142.85 | |
| 68062 | | DT | 146.50 | 190.45 | |

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

### Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

**If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:**

| Exhibitor-Owned Carpet Installation/Dismantling | | | | | |
|---|---|---|---|---|---|
| 68080T | | SQ. FT. | 1.00 | 1.30 | |
| 68079T | | MINIMUM | 146.50 | 190.45 | |

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

**Please note:**
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal $

6.500% Tax*: $

Amount Due: $

## SHEPARD SUPERVISION INFORMATION

**Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.**

### Inbound Freight Information

Carrier Company Name: _____

# of pieces: _____ Weight of Shipment: _____

Is shipment? □ Crated □ Uncrated

Tracking/Pro #: _____

Estimated arrival date: _____

Shipment to arrive at: □ Warehouse □ Show site

### Outbound Freight Information

Carrier Company Name: _____

Deliver Shipment To: _____

Address: _____

City, ST, Zip: _____

Type of Service (air, van line, ground, etc.): _____

***If for any reason your shipment is not picked up by your carrier, please choose one of the following options:***

Force freight through preferred carrier: □

Send shipment back to Shepard warehouse: □ ($400 min. fee)

### Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____

Forklift required? □ Yes □ No

Carpet is? □ owned □ rented from Shepard

Carpet padding? □ Yes □ No

Drawings are? □ Faxed to Shepard □ Shipped w/exhibit crates

### Services You Have Ordered

(please check all that apply)

□ Electrical □ Furniture □ A/V Equipment

□ Booth Cleaning □ Telephone/Internet

*Electrical Information:*

□ Electrical should go under the carpet (diagram is attached)

□ Electrical drawings are attached

□ Electrical drawings are with exhibit in crate number

□ Electrical drawings were sent to the official contractor

### On-site Exhibitor Contact Information

Name: _____ Phone #: _____

Hotel: _____

Arrival date/time: _____

Departure date/time: _____

Please complete the following:

**Company Name:** _____ **Booth #:** _____

**Contact Name:** _____ **Phone #:** _____

**Authorized Signature:** _____

**Signature also indicates you read and accept the Payment Policy and Terms and Conditions.**

**Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.**

**Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.**

*** All tax rates are subject to change.**

# ATTENTION
## POV EXHIBITORS

**No exhibitor-owned pallet jacks or floats are allowed on the show floor.**

**Due to labor, security and insurance liability regulations, exhibitors are only allowed to hand carry or use two-wheeled hand truck/dollies to bring in exhibit materials onto the convention show floor.**

**Allowed:**

**NOT allowed:**

**Shepard Exposition Services does NOT loan out equipment. If you are in need of assistance in moving your exhibit materials, please see next page to order or check in with the Shepard Customer Service Center on show site (fees apply).**

**A form of payment must be on file in order to provide any services.**

**Thank you for your cooperation.**

your success
SHEPARD
is our success

# CARTLOAD MATERIAL HANDLING SERVICE

## MEGACON 2014

### March 21 - 23, 2014

### Orange County Convention Center - Orlando, Florida

Event Code: F111030314


**Shepard Exposition Services**

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com


## CARTLOAD SERVICE

**Cartload service includes one laborer, one cart, one trip per rate listed below.**

| Code | # of trips | Item Description | Rate | Amount |
|---|---|---|---|---|
| CARTLOAD SERVICE | | | | |
| 35159 | | Cartload Trip - Straight Time | 40.00 | |
| 35160 | | Cartload Trip - Overtime | 50.00 | |

| | |
|---|---|
| Subtotal | $ |
| 6.500% Tax: | $ |
| Amount Due: | $ |

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

## CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

**Company Name:** _____ **Booth #:** _____

**Contact Name:** _____ **Phone #:** _____

**Authorized Signature:** _____

**Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.**

# MOTORIZED UNIT/VEHICLE SPOTTING FEE

## MEGACON 2014

**March 21 - 23, 2014**
**Orange County Convention Center - Orlando, Florida**
Event Code: F111030314
**Discount Deadline:** **February 28, 2014**


**Shepard Exposition Services**
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com


**MOTORIZED UNIT/VEHICLE SPOTTING FEE**

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting the exhibit hall. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

Less than 1/4 tank of gas

Battery disconnected

Gas tank taped shut

Floor under vehicle must be protected with clear plastic/visqueen.

(You may bring your own or purchase some below)

## ***ATTENTION EXHIBITORS***

All exhibitors must make an appointment to bring their vehicles onto the show floor. To schedule an appointment, please email Tara Szatkowski at tszatkowski@shepardes.com. If you do not schedule an appointment, or do not show up during your scheduled time, Shepard/MegaCon reserves the right not to allow vehicle entry into the hall.

**As part of the facility Fire Marshall regulations, all companies displaying vehicles must turn in a copy of their keys to Shepard Exposition before leaving the exhibit hall during set-up time.**

Your keys will be tagged and secured until the conclusion of the event. At that time, a Shepard Expo representative will hand the keys back to exhibitors in sections, starting with those in the exhibit areas closest to the exit.

**If you will be displaying any type of motorized unit, please fill out the information below and fax/mail to Shepard Exposition Services by deadline date.**

| Qty. | Description | Discount Rate | Regular Rate | Total Amount |
|---|---|---|---|---|
| | Motorized Unit/Vehicle Spotting (35106) | $ 150.00 | $ 187.50 | |

| | |
|---|---|
| **Subtotal** | |
| N/A **Tax** | |
| **Amount Due** | |

| Qty. | Description | Discount Rate | Regular Rate | Total Amount |
|---|---|---|---|---|
| | Clear Plastic per square foot (50010) | $ 0.30 | $ 0.40 | |

| | |
|---|---|
| **Subtotal** | |
| 6.50% **Tax** | |
| **Amount Due** | |

**# of vehicle/motorized units** _____

**Type of vehicle/motorized units** _____

**Size of vehicle/motorized units (LxWxH)** _____

Please complete the following:

**Company Name:** _____ **Booth #:** _____

**Contact Name:** _____ **Phone #:** _____

**Authorized Signature:** _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

# SHEPARD LOGISTICS SERVICES

## MEGACON 2014

**March 21 - 23, 2014**

**Orange County Convention Center - Orlando, Florida**

Event Code: F111030314


**Shepard Exposition Services**
1531 Carroll Drive, NW Atlanta, GA 30318
Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-720-8733
Shepard Logistics Email: logistics@shepardes.com


**COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

**EXHIBIT MATERIALS TRANSPORTATION**

## INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

_____

_____

(City) (State) (Zip)

## SHIP TO

☐ I will be shipping to the **WAREHOUSE**

**(Company Name, Booth #)**
**MEGACON 2014**
**c/o Shepard Exposition Services**
**603 W. Landstreet Rd**
**Orlando, FL 32824**

**Warehouse Deadline** March 13, 2014
Date

☐ I will be shipping to **SHOW SITE**

**c/o Shepard Exposition Services**
**(Company Name, Booth#)**
**MEGACON 2014**
**Orange County Convention Center (South Concourse)**
**9400 Universal Blvd.**
**Orlando, FL 32819**

Delivery date: March 20, 2014

## TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

**Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.**

☐ Standard Ground ☐ Other (Truck Load, Specialized)

## SHIPPING INFORMATION

**Items to be shipped**

| Number of Pieces | | Est. Weight |
|---|---|---|
| | Crates | |
| | Cartons (cardboard) | |
| | Cases/Trunks (fiber) (color) | |
| | Skids/Pallets | |
| | Carpet (color) | |
| | Other | |
| | Total Pieces **Total Wt.** | |

Declared Value $ _____

Available at exhibitors' expense at the rate of $1.00 per $100.00 of value declared. Minimum charge of $10.00.

Size of largest piece: L _____ W _____ H _____

Loading Dock ☐ Yes ☐ No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

## OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

**Ship to Address:**

_____

_____

_____

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

_____

## TRANSPORTATION CHARGES

**Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.**

Type Card ☐ MasterCard ☐ VISA ☐

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

**FAX COMPLETED FORM TO 404-720-8733**

**A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.**

Please complete the following:

**Exhibiting Co. Name:** _____ **Booth #:** _____

**Contact Name:** _____ **Phone #:** _____

**Email:** _____ **Fax #:** _____

**Authorized Signature:** _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

# SHIPPING LABELS

## MEGACON 2014

**ADVANCE SHIPPING ADDRESS LABELS**

**RUSH**

**ADVANCE WAREHOUSE**

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

**c/o Shepard Exposition Services**

**603 W. Landstreet Rd**

**Orlando, FL 32824**

**Delivery Hours: M-F, 8-4:30 PM**

For: **MEGACON 2014**

First day freight can arrive w/o a surcharge:
**February 21, 2014**
Last day freight can arrive w/o a surcharge:
**March 13, 2014**

**RUSH**

**ADVANCE WAREHOUSE**

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

**c/o Shepard Exposition Services**

**603 W. Landstreet Rd**

**Orlando, FL 32824**

**Delivery Hours: M-F, 8-4:30 PM**

For: **MEGACON 2014**

First day freight can arrive w/o a surcharge:
**February 21, 2014**
Last day freight can arrive w/o a surcharge:
**March 13, 2014**

**DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS**

**RUSH**

**DIRECT TO SHOW**

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

**ge County Convention Center (South Conc**

**9400 Universal Blvd.**

**Orlando, FL 32819**

For: **MEGACON 2014**

MUST NOT BE DELIVERED PRIOR TO:

**March 20, 2014** @ **8:00 AM**

**RUSH**

**DIRECT TO SHOW**

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

**ge County Convention Center (South Conc**

**9400 Universal Blvd.**

**Orlando, FL 32819**

For: **MEGACON 2014**

MUST NOT BE DELIVERED PRIOR TO:

**March 20, 2014** @ **8:00 AM**

# MATERIAL HANDLING AUTHORIZATION

## MEGACON 2014

**March 21 - 23, 2014**

**Orange County Convention Center - Orlando, Florida**

Event Code: F111030314


**Shepard Exposition Services**
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com


## SHIPMENT INFORMATION

**Please complete the following information:**

We plan to ship to: □ Advance Warehouse □ Direct to Show Site
We plan to ship on (date): _____
Our materials should arrive on (date): _____
Carrier Name: _____ Pro #: _____
Origin of Shipment (city, state): _____
Please provide a contact name and number for any questions Shepard may have in regards to this shipment:
Name: _____ Phone: _____

**Please indicate number of pieces and the estimated weight:**

| # of Pieces | Description | Weight |
|---|---|---|
| | Crates | |
| | Cartons | |
| | Cases | |
| | Carpet | |
| | Miscellaneous | |
| | Total Weight | |

## MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.***

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

### COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

### Standard Material Handling

**Direct Shipments to Showsite**

| Weight | Type | ST/ST | ST/OT | OT/OT | Price | Total |
|---|---|---|---|---|---|---|
| | Crated | 62.00 | 80.50 | 93.00 | | |
| | Uncrated | 93.00 | 121.00 | 139.50 | | |
| | Sp. Handling | 80.50 | 104.75 | 120.75 | | |

Crated: 35410 - ST/ST 35411 - ST/OT 35412 - OT/OT
Uncrated: 35413 - ST/ST 35414 - ST/OT 35415 - OT/OT
Special Handling: 35416 - ST/ST 35417 - ST/OT 35418 - OT/OT

**Advance Shipments to Warehouse**

| Weight | Type | ST/ST | ST/OT | OT/OT | Price | Total |
|---|---|---|---|---|---|---|
| | Crated | 70.75 | 92.00 | 106.25 | | |
| | Sp. Handling | 92.00 | 119.50 | 138.00 | | |

Crated: 35419 - ST/ST 35420 - ST/OT 35421 - OT/OT
Special Handling: 35422 - ST/ST 35423 - ST/OT 35424 - OT/OT

**Small Packages (FedEx/UPS/DHL under 30 lbs.)**

| Pieces | Type | ST/ST | ST/OT | OT/OT | Price | Total |
|---|---|---|---|---|---|---|
| | Per Carton | 35.50 | 46.25 | 53.25 | | |
| | Min. per ship. | 71.00 | 92.25 | 106.50 | | |

Per carton: 35425 - ST/ST 35426 - ST/OT 35427 - OT/OT
Minimum per shipment: 35428 - ST/ST 35429 - ST/OT 35430 - OT/OT

### *Signature Series* Material Handling

**Direct Shipments to Showsite**

| Weight | Type | ST/ST | ST/OT | OT/OT | Price | Total |
|---|---|---|---|---|---|---|
| | Crated | 55.75 | 72.50 | 83.75 | | |
| | Uncrated | 83.75 | 109.00 | 125.75 | | |
| | Sp. Handling | 72.50 | 94.25 | 108.75 | | |

Crated: 35431 -ST/ST 35432 - ST/OT 35433 - OT/OT
Uncrated: 35434 - ST/ST 35435 - ST/OT 35436 - OT/OT
Special Handling: 35437 - ST/ST 35438 - ST/OT 35439 - OT/OT

**Advance Shipments to Warehouse**

| Weight | Type | ST/ST | ST/OT | OT/OT | Price | Total |
|---|---|---|---|---|---|---|
| | Crated | 63.75 | 83.00 | 95.75 | | |
| | Sp. Handling | 83.00 | 108.00 | 124.50 | | |

Crated: 35440 - ST/ST 35441 - ST/OT 35442 - OT/OT
Special Handling: 35443 - ST/ST 35444 - ST/OT 35445 - OT/OT

**RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM**

| | |
|---|---|
| Subtotal | $ |
| N/A Tax*: | $ |
| Amount Due: | $ |

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

**Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse.** Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

**Company Name:** _____ **Booth #:** _____
**Contact Name:** _____ **Phone #:** _____
**Authorized Signature:** _____

**Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.**

**Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.**

*** All tax rates are subject to change.**

# STORAGE AUTHORIZATION FORM

**Shepard Exposition Services**
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

## MEGACON 2014
## March 21 - 23, 2014
## Orange County Convention Center - Orlando, Florida

Event Code: F111030314

## STORAGE AUTHORIZATION

**Please fill out the information below:**

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- **For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.**
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be ***$5.00 per pound or $500.00 per package or container***, whichever is less. No uncrated material will be accepted at the warehouse.

## SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day ($20.00 Minimum).**
(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. **($100.00 Minimum)**
There will be no charge to return material to the booth at the close of the show. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.
(35166)

## POST SHOW TRANSPORTATION AND HANDLING

**Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.**
All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: ***$20.00 per cwt. ($400.00 min.)*** *(35005)*

☐ **Storage per Month Service Fee:** Monthly storage is ***$10.00 per cwt per month ($100.00 min)***. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
*(Monthly storage is charged the current year.) (35006)*

**Special instructions or remarks:**

**Where will your shipments be going AFTER they have been stored?**

☐ **Shipped to another destination as arranged via Shepard Logistics Services**

☐ **Transport to another SES show:** _____ **Delivery Date:** _____

☐ **Pick-up arranged with another carrier**

Please complete the following:

**Company Name:** _____ **Booth #:** _____
**Contact Name:** _____ **Phone #:** _____
**Authorized Signature:** _____

**Signature also indicates you read and accept the Payment Policy and Terms and Conditions.**
**Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.**
*** All tax rates are subject to change.**

# MATERIAL HANDLING INFORMATION

## MEGACON 2014

**Shepard Exposition Services**
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Email: orlando@shepardes.com

## MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

**SPECIAL HANDLING** **Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that cannot be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery.

**OVERTIME** **Surcharge: 30%** **35301**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

**WAREHOUSE OVERTIME**

Warehouse Material Handling rates may be subject to inbound overtime fees should the move-in schedule dictate overtime is required to deliver all warehouse freight prior to the beginning of exhibitor move-in. This would also be true if freight was received after hours at the warehouse trapping facility.

**EARLY/LATE SHIPMENTS TO WAREHOUSE** **Surcharge: 25%** **35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

**UNCRATED SHIPMENTS** **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

**OFF-TARGET DELIVERIES** **Surcharge: 15%** **35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

**MARSHALING YARD** **Surcharge: $30 per Shipment** **35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

**REWEIGH OF SHIPMENTS** **Surcharge: $25.00 per forklift load** **35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

**EMPTY CRATE STORAGE** **Surcharge: $10.00 per piece, Minimum $40.00** **35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

**SMALL PACKAGE CONSOLIDATION**

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

**ENVELOPE DELIVERIES** **Surcharge: $10.50 per envelope** **35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

**MOBILE SPOTTING FEE** **Surcharge: $150.00 round trip** **35106**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

# MATERIAL HANDLING 101

MEGACON 2014

## MATERIAL HANDLING Q&A

**What is material handling (also referred to as drayage)?**

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

**What is the definition of "freight"?**

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is a "certified weight ticket"?**

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

**What are advance shipments?**

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.
All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

## MATERIAL HANDLING CHARGES

**What determines how much I'm charged?**

Charges are based off the weight from your inbound weight ticket included with your shipment.

**How do I calculate material handling charges?**

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.
EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

**Will there be any additional charges?**

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

## SMALL PACKAGES

**What are small package carrier shipments?**

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

**How do I calculate my small package carrier shipment?**

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

## CRATED~UNCRATED~SPECIAL HANDLING

**What are CRATED materials?**

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

**What are UNCRATED materials?**

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

**What is SPECIAL HANDLING?**

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

**What is the difference between material handling and shipping?**

***Shipping*** is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

***Do I need to order a fork lift to unload or reload my freight?***

**No, please do not order a forklift for unloading/reloading of your materials.**

**What does CWT mean?**

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

**What are direct shipments?**

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.
All shipments must be prepaid, no collect on delivery shipments will be accepted.

## SIGNATURE SERIES SHIPPING

**How can I make shipping my show materials easier?**

Signature Series Shipping will make it easier with the following benefits:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

## LIABILITY INSURANCE

**What is and why would I need liability insurance?**

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

## OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

# Shepard Glossary

**Advanced Freight –** Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.
**Advance Order –** An order for services sent to service contractor prior to installation date.
**Aisle Carpet –** The carpet that is placed on the Event floor in the aisles to separate the booths.
**Back Wall –** Refers to the drape used at the rear of a standard booth.
**Bill of Lading –** A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)
**Booth Package –** This term describes the equipment supplied to exhibitors from show management.
**Certified Weight Ticket –** Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.
**Common Carrier –** A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.
**Corner Booth –** An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.
**CWT –** "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt
**Drayage –** The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.
**DT Labor –** Double-time labor, or work performed on double time and charged at twice the published rate.
**Empty Sticker –** A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.
**Exclusive Contractor –** One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.
**Exhibitor-Approved Contractor (EAC) –** Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.
**Exhibitor Kit –** Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.
**Facility Carpeted –** Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.
**Floor Order –** An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.
**Floor Port –** A utility box recessed in the floor containing electrical, telephone or plumbing connections.
**Freight –** Exhibit properties and other materials shipped for an exhibit.
**Freight Desk –** The area where inbound and outbound exhibit materials are handled at a trade event.
**SForklift /Ground Rigging –** Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.
**Hard wall –** A type of exhibit construction in which walls are made of a solid material, rather than fabric.
**I&D –** Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.
**ID Signs –** Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.
**In-line –** An exhibit that is constructed in a continuous line with other exhibits.
**Island Exhibit** – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.
**Labor –** Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.
**Logistics –** Point to point transportation services for freight by an appointed carrier.
**Marshaling Yard –** A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.
**Move In –** Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.
**Mobile Spotting Fee –** The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.
**Move-out –** The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.
**Padded Van Shipment –** Uncrated goods covered with blankets or other protective padding and shipped via van line.
**Perimeter Booth –** A booth space on an outside wall.
**Pipe and Drape –** Tubing covered with draped fabric to make up rails and back wall of a trade show.
**Porter Service –** A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.
**Quad Box –** Four electrical outlets in one box provided by the electrical contractor.
**Registration –** This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.
**Rigger –** A skilled worker responsible for handling and assembly of machinery.
**Right-to-Work state** – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.
**Service Desk –** The location at which exhibitors order services.
**Side Rails –** The wall between two booths used to divide exhibits, typically 3' high.
**Skirting –** Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.
**Special Handling:** An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.
**ST labor –** Straight time labor, or work performed during normal hours at the standard rate.
**Targets –** Exhibitor move in date/time prior to general move-in available by appointment only.
**Visqueen –** A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

Orlando
Orange County Convention Center
Exhibitor Services

# OCCC ORDERING INFORMATION

The Orange County Convention Center is the exclusive provider of the following services to exhibitors: electrical, aerial rigging and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services. Services provided by our on-site Service Partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, business center by FedEx Office, and A/V by LMG.

**Show Name:** MegaCon
**Incentive Deadline Date:** February 26th, 2014
**Your Show's OCCC Exhibitor Services Coordinator:** Todd Scott
**Phone:** (407) 685-5897
**Email:** Todd.Scott@occc.net

**How To Order:**
Once you have decided what services you need for your booth, please fill out all pertinent order form(s) and your Method of Payment form in this exhibitor kit. It is very important to include the required Method of Payment form with your order forms or your order will not be processed. Please read through all of the OCCC's Guidelines & Conditions before submitting your order because you agree to all of the OCCC's Guidelines & Conditions when you submit your order. Your forms can be emailed, faxed or mailed to the OCCC for order processing. If you need any additional assistance, please feel free to email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

**To Order Your Services Online:** Please visit: www.occc.net/exhibitor
**To Email Your Order To The OCCC:** Please send your PDFs to Exhibitor.Services@occc.net
**To Fax Your Order To The OCCC:** Please fax your order to (407) 685-9884
**To Mail Your Order To The OCCC:** Please send your order forms to the following address:
Orange County Convention Center
9860 Universal Blvd.
ATTN: Exhibitor Services
Orlando, FL 32819-8199

**OCCC Exhibitor Payment Conditions & Guidelines**
1. Orders received on-site are subject to a 50% price increase over the base rates. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
2. Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided.
3. Modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates or on-site rates.
4. Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move-in date to receive a refund. Cancellations and/or modifications to orders are subject to a $35.00 Administration Fee.
5. All prices are subject to change without notice.
6. A credit card on file with the Method of Payment form is required for all aerial hanging signs (rigging) orders. The credit/debit card will initially be charged for the Initial Rigging Charge when the order is received. Additional charges, if any, for additional labor or hardware needed to suspend items will be charged separately to the credit/debit card.
7. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.

**OCCC Exhibitor Payment Options:**
Credit / Debit Cards: OCCC will charge your credit/debit card in full for your advance order and any addition charges for onsite changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

Company Checks: Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

Electronic Funds Transfers (Wire & ACH): OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

Third Party Billings: Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any Third Party Authorization Request, in which case the exhibitor will be responsible for all charges.

Orlando
Orange County Convention Center
Exhibitor Services

# STANDARD 120V ELECTRICAL SERVICE ORDER FORM

**NAME OF EVENT:** MegaCon **BOOTH #:** _____

**EXHIBITING COMPANY:** _____

****TO COMPLETE THIS ORDER YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

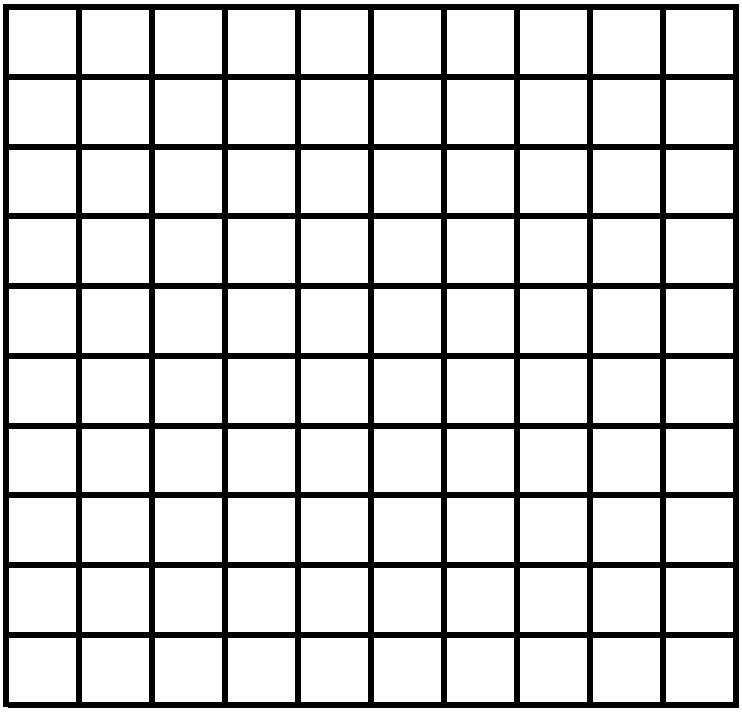
| Quantity | | Item Description | INCENTIVE RATE IF ORDERED & PAID BY: February 26th, 2014 | | | | BASE RATE IF ORDERED & PAID AFTER: February 26th, 2014 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Floor | Ceiling | | Cost | Utility Tax | Sales Tax | Unit Price | Cost | Utility Tax | Sales Tax | Unit Price | Subtotal |
| | | 120V 5 Amp (500w) Single Outlet* | $103.86 | $10.39 | $6.75 | **$121.00** | $166.52 | $16.65 | $10.83 | **$194.00** | |
| | | 120V 10 Amp (1000w) Single Outlet* | $118.45 | $11.85 | $7.70 | **$138.00** | $190.56 | $19.05 | $12.39 | **$222.00** | |
| | | 120V 15 Amp (1500w) Single Outlet* | $133.05 | $13.31 | $8.64 | **$155.00** | $213.73 | $21.38 | $13.89 | **$249.00** | |
| | | 120V 20 Amp (2000w) Single Outlet* | $148.50 | $14.85 | $9.65 | **$173.00** | $236.91 | $23.69 | $15.40 | **$276.00** | |
| Please Select Any Related Services | | | | | | | | | | | |
| | | Ceiling Drop Charge** | | | | **$250.00** | | | | **$370.00** | |
| | | 25' Extension Cord** | | | | | $22.53 | | $1.47 | **$24.00** | |
| | | Six Outlet Power Strip** | | | | | $22.53 | | $1.47 | **$24.00** | |
| | | | | | | | | | | **TOTAL:** | |

**LABOR & PLACEMENT INCLUDED, 24-HOUR POWER INCLUDED* ***POWER NOT INCLUDED*

***PLEASE NOTATE BELOW WHERE YOU WOULD LIKE YOUR OUTLET(S) TO BE PLACED:***

**BACK OF BOOTH - ADJACENT BOOTH OR AISLE #** _____

**ADJACENT BOOTH OR AISLE #:** _____



**ADJACENT BOOTH OR AISLE #:** _____

**FRONT OF BOOTH - AISLE #** _____

**OCCC TERMS & CONDITIONS**

- Orders received on site are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required at the close of the show.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

Orlando
Orange County Convention Center
Exhibitor Services

# LIGHTING SERVICE ORDER FORM

**NAME OF EVENT:** MegaCon **BOOTH #:** _____

**EXHIBITING COMPANY:** _____ **BOOTH SIZE:** _____ X _____

****TO COMPLETE THIS ORDER YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

| Quantity | Item Description | INCENTIVE RATE IF ORDERED & PAID BY: February 26th, 2014 | | | BASE RATE IF ORDERED & PAID AFTER: February 26th, 2014 | | | Subtotal |
|---|---|---|---|---|---|---|---|---|
| | | Cost | Sales Tax | Unit Price | Cost | Sales Tax | Unit Price | |
| | 1000w Theatrical Par Can Overhead Light* | *$266.66* | *$17.34* | **$284.00** | *$450.00* | *$29.25* | **$479.25** | |
| | Lights Out, Per Pod | *Per Show MGMT Approval* | | **$55.00** | *Per Show MGMT Approval* | | **$75.00** | |
| | 300 Watt Pole Light** | *$92.95* | *$6.05* | **$99.00** | *$147.41* | *$9.59* | **$157.00** | |
| | 4' Track with 2 Lights*** | *$176.52* | *$11.48* | **$188.00** | *$284.50* | *$18.50* | **$303.00** | |
| | 4' Track with 3 Lights*** | *$205.83* | *$13.37* | **$219.00** | *$331.45* | *$21.55* | **$353.00** | |
| | 4' Track with 4 Lights*** | *$232.86* | *$15.14* | **$248.00** | *$373.70* | *$24.30* | **$398.00** | |
| | Additional Track Light Fixtures*** | *$56.33* | *$3.67* | **$60.00** | *$89.20* | *$5.80* | **$95.00** | |

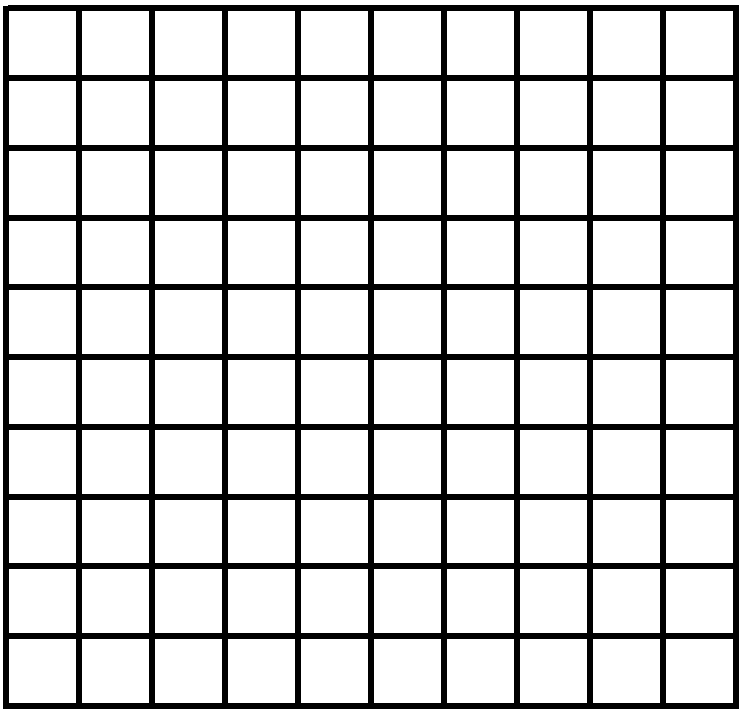
**INSTALLATION, REMOVAL, ELECTRICITY & ONE (1) FOCUS INCLUDED* ***ELECTRICITY & INSTALLATION INCLUDED*
****ELECTRICITY, INSTALLATION, PLACEMENT, REMOVAL MAINTENANCE, & FIXTURE(S) INCLUDED*

**TOTAL:**

***PLEASE NOTATE BELOW WHERE YOU WOULD LIKE PAR CAN(S) TO BE AIMED AND/OR LOCATION OF LIGHTS***

**BACK OF BOOTH - ADJACENT BOOTH OR AISLE #** _____

**ADJACENT BOOTH OR AISLE #:** _____



**ADJACENT BOOTH OR AISLE #:** _____

**FRONT OF BOOTH - AISLE #** _____

**OCCC TERMS & CONDITIONS**

- Orders received on site are subject to a 50% price increase over base rates. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required at the close of the show.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

Orlando
Orange County Convention Center
Exhibitor Services

# COMPRESSED AIR, GAS, WATER, DRAIN, WATER HEATER, SINK & CABLE TV SERVICE ORDER FORM

**NAME OF EVENT:** MegaCon **BOOTH #:** _____

**EXHIBITING COMPANY:** _____

****TO COMPLETE THIS ORDER AN OCCC METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION****

| Quantity | Item Description | INCENTIVE RATE IF ORDERED & PAID BY: February 26th, 2014 | | | | BASE RATE IF ORDERED & PAID AFTER: February 26th, 2014 | | | | Subtotal |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Cost | Utility Tax | Sales Tax | Unit Price | Cost | Utility Tax | Sales Tax | Unit Price | |
| | **Water Service Connection*** 1/2 FPT SERVICE OUTLET | *$190.55* | *$19.06* | *$12.39* | **$222.00** | *$307.29* | *$30.73* | *$19.98* | **$358.00** | |
| | **Water Fill & Drain*** 1-99 Gallons | *$80.68* | *$8.07* | *$5.25* | **$94.00** | *$128.75* | *$12.88* | *$8.37* | **$150.00** | |
| | **Water Fill & Drain*** 100-299 Gallons | *$162.22* | *$16.23* | *$10.55* | **$189.00** | *$259.22* | *$25.93* | *$16.85* | **$302.00** | |
| | **Water Fill & Drain*** 300-500 Gallons | *$232.61* | *$23.27* | *$15.12* | **$271.00** | *$375.10* | *$37.51* | *$24.39* | **$437.00** | |
| | **Water Fill & Drain*** Each Additional 500 Gallons | *$33.47* | *$3.35* | *$2.18* | **$39.00** | *$58.36* | *$5.84* | *$3.80* | **$68.00** | |
| | **Drain Service Connection*** 1/2 FPT Service Outlet | *$170.89* | | *$11.11* | **$182.00** | *$272.00* | | *$17.70* | **$290.00** | |
| | **30 Gallon Quick Recovery Hot Water Heater*** | *$317.37* | | *$20.63* | **$338.00** | *$476.05* | | *$30.95* | **$507.00** | |
| | **80 Gallon Hot Water Heater*** | *$634.74* | | *$41.26* | **$676.00** | *$634.74* | | *$41.26* | **$676.00** | |
| | **Single Beauty Sink*** with Hot Water Heater | *$329.57* | | *$21.43* | **$351.00** | *$492.95* | | *$32.05* | **$525.00** | |
| | **Single Utility Sink*** without Hot Water Heater | *$232.86* | | *$15.14* | **$248.00** | *$352.11* | | *$22.89* | **$375.00** | |
| | **Triple Kitchen Sink*** with Hot Water Heater & Disposal | *$722.06* | | *$46.94* | **$769.00** | *$1,053.52* | | *$68.48* | **$1,122.00** | |
| | **Air Service Connection*** 1/2 FPT Service Outlet, 90 PSI max. | *$265.72* | | *$17.28* | **$283.00** | *$362.44* | | *$23.56* | **$386.00** | |
| | **LP (Liquid Propane) Gas*** 5lb Tank | *$59.22* | *$5.93* | *$3.85* | **$69.00** | *$72.10* | *$7.21* | *$4.69* | **$84.00** | |
| | **LP (Liquid Propane) Gas*** Each Additional 5lb Tank | *$41.20* | *$4.12* | *$2.68* | **$48.00** | *$49.78* | *$4.98* | *$3.24* | **$58.00** | |
| | **Natural Gas Connection**** 45000 BTUs Hook-Up | *$256.46* | *$25.67* | *$16.69* | **$299.00** | *TO ENSURE PROPER PERMITING AND INSTALLATION, ALL NATURAL GAS ORDERS MUST BE PLACED (21) DAYS PRIOR TO THE FIRST MOVE-IN DATE* | | | | |
| | **Natural Gas Connection**** Each Additional 45000 BTUs | *$59.22* | *$5.93* | *$3.85* | **$69.00** | | | | | |
| | **Ceiling Drop For Natural Gas Only** Required For All Natural Gas Orders | **MUST BE INCLUDED IN TOTAL FOR ALL NATURAL GAS ORDERS** | | | **$250.00** | | | | | |
| | **HD Cable TV Service*** Digital Tuner Required for HD Service | *$300.00* | | *$19.50* | **$319.50** | *$300.00* | | *$19.50* | **$319.50** | |
| | | | | | | | | | **TOTAL:** | |

**LABOR & PLACEMENT INCLUDED, SERVICES ARE ONLY AVAILABLE FROM THE FLOOR* ***REQUIRES A CEILING DROP CHARGE*

**OCCC TERMS & CONDITIONS**

- For exact placement, attach an OCCC Service Placement Plot form indicating the number and location of connections. If an OCCC Service Placement Plot form is not provided, the OCCC will install the service in the most convenient location and charges will apply for relocation.
- Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.
- Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact your Exhibitor Services Coordinator.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required at the close of the show.
- Payment in full MUST be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Orders received on site are subject to a 50% price increase over base rates. All prices are subject to change without notice. Labor charges may apply for service calls.

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Orlando Orange County Convention Center
Exhibitor Services

etcp ★RECOGNIZED★ Employer of ETCP Certified Technicians

# RIGGING ORDER FORM

**NAME OF EVENT:** MegaCon

**BOOTH #:** _____

**EXHIBITING COMPANY:** _____

**BOOTH SIZE:** _____ X _____

**PHONE:** _____ **FAX:** _____

**BOOTH TYPE:**

**EMAIL:** _____

☐ INLINE ☐ ISLAND

**ADDRESS:** _____

☐ PENINSULA ☐ OTHER

**CITY:** _____ **STATE:** _____

**I AM:**

**ZIP CODE/PROVIDENCE:** _____ **COUNTRY:** _____

☐ THE EXHIBITOR

**ORDER CONTACT NAME:** _____

☐ AN EAC/I&D: _____

**PHONE:** _____ **FAX:** _____

☐ OTHER: _____

**EMAIL:** _____

****TO COMPLETE THIS ORDER AN OCCC METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION****

| RIGGING LABOR | INCENTIVE RATE IF ORDERED & PAID BY: **February 26th, 2014** | BASE RATE IF ORDERED & PAID BY: **February 26th, 2014** |
|---|---|---|
| **Initial Rigging Charge,** Three-Person Team, 1 Hour In & Out | $504.00 | $732.00 |
| **Dedicated Rigging Team,** 4 Hour Minimum | $1,008.00 | $1,464.00 |
| **Additional Rigging Labor,** Per Rigger, Per Hour | $84.00 | $122.00 |
| **Holiday or Overtime (After 8 hours),** Per Rigger, Per Hour | $126.00 | $183.00 |

**REQUESTED RIGGING INSTALL DATE:** _____ **REQUESTED RIGGING STRIKE DATE:** _____

**DESCRIPTION OF ITEM(S):** _____

**DOES THIS ITEM REQUIRE:**

**SIZE:** _____ **WEIGHT:** _____ **QUANTITY:** _____

☐ **POWER**

**REQUESTED HEIGHT FROM FLOOR TO BOTTOM OF SUSPENDED ITEM:** _____

☐ **OCCC TRUSS OR HOISTS**

*IF SO, PLEASE ATTACH ORDER FORM*

**TYPE OF MATERIAL (WOOD, VINYL, CLOTH, STEEL, ETC.):** _____

**ADDITIONAL COMMENTS:**

**OCCC RIGGING TERMS & CONDITIONS**

- A credit card on file with a Method of Payment form is required for all rigging orders. The credit card will initially be charged for the Initial Rigging Charge as noted above when this order is received. Additional charges, if any, for additional labor or hardware needed to suspend items will be charged separately to the credit card.
- After you assemble your sign and you're ready for rigging to commence, the on-site authorized person must visit the Exhibitor Services desk to sign paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the Exhibitor Services desk or at the discretion of the OCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a Dedicated Rigging Team.
- The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- OCCC does not assemble item(s). Assembly must be completed before initiating services.
- After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) apply.
- OCCC's Rigging department is subject to the Show Manager's rules and policies.
- All labor in excess of one (1) hour for installation and one (1) hour for removal (the Initial Rigging Charge) will be billed in 1/2 hour increments.
- There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
- All rigging orders are subject to the approval by the OCCC and must be installed, removed and supervised by OCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, aircraft cable, ropes, etc.)
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required at the close of the show.
- Orders received on site are subject to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC does not accept purchase orders (POs). All prices are subject to change without notice.

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Exhibitor Services

etcp ★RECOGNIZED★ Employer of ETCP Certified Technicians

# RIGGING EQUIPMENT ORDER FORM

**NAME OF EVENT:** MegaCon **BOOTH #:** _____

**EXHIBITING COMPANY:** _____

****TO COMPLETE THIS ORDER AN OCCC RIGGING ORDER FORM AND METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION****

***Contact us for quantity discounts! Save on transportation/freight charges and costly downtime!***

| | | INCENTIVE RATE IF ORDERED & PAID February 26th, 2014 | | | BASE RATE IF ORDERED & PAID AFTER: February 26th, 2014 | | | |
|---|---|---|---|---|---|---|---|---|
| Quantity | Item Description | Cost | Sales Tax | Unit Price | Cost | Sales Tax | Unit Price | Subtotal |
| | CM Lodestar Chain Hoist, Electric, 1/4 Ton* | *$300.00* | *$19.50* | **$319.50** | *$450.00* | *$29.25* | **$479.25** | |
| | CM Lodestar Chain Hoist, Electric, 1/2 Ton* | *$300.00* | *$19.50* | **$319.50** | *$450.00* | *$29.25* | **$479.25** | |
| | CM Lodestar Chain Hoist, Electric, 1 Ton* | *$300.00* | *$19.50* | **$319.50** | *$450.00* | *$29.25* | **$479.25** | |
| | CM Lodestar Chain Hoist, Electric, 2 Ton* | *$300.00* | *$19.50* | **$319.50** | *$450.00* | *$29.25* | **$479.25** | |
| | Rotating Motor, 100lb Capacity* | *$180.28* | *$11.72* | **$192.00** | *$270.42* | *$17.58* | **$288.00** | |
| | Rotating Motor, 200lb Capacity* | *$210.32* | *$13.72* | **$224.04** | *$315.48* | *$20.51* | **$335.99** | |
| | Rotating Motor, 500lb Capacity* | *$240.37* | *$15.62* | **$255.99** | *$359.62* | *$23.38* | **$383.00** | |
| Please Select Truss Color: □ Silver or □ Black | | | | | | | | |
| | Thomas Aluminium Truss, 12" x 12" x 10' | *$74.81* | *$4.86* | **$79.67** | *$112.21* | *$7.29* | **$119.50** | |
| | Thomas Aluminium Truss, 12" x 12" x 8' | *$69.46* | *$4.51* | **$73.97** | *$104.21* | *$6.77* | **$110.98** | |
| | Thomas Aluminium Truss, 12" x 12" x 5' | *$53.43* | *$3.47* | **$56.90** | *$80.15* | *$5.21* | **$85.36** | |
| | Thomas Aluminium Truss, 12" x 12" x 4' | *$53.43* | *$3.47* | **$56.90** | *$80.15* | *$5.21* | **$85.36** | |
| | Thomas Aluminium Truss, 12" x 12" x 3' | *$53.43* | *$3.47* | **$56.90** | *$80.15* | *$5.21* | **$85.36** | |
| | Thomas Aluminium Truss, 12" x 12" x 2.5' | *$53.43* | *$3.47* | **$56.90** | *$80.15* | *$5.21* | **$85.36** | |
| | Thomas Aluminium Truss, 12" x 12" x 2' | *$53.43* | *$3.47* | **$56.90** | *$80.15* | *$5.21* | **$85.36** | |
| | Thomas Aluminium Truss, 12" Corner Block | *$53.43* | *$3.47* | **$56.90** | *$80.15* | *$5.21* | **$85.36** | |
| | Thomas Aluminium Truss, 12" Hingle Plate | *$69.46* | *$4.51* | **$73.97** | *$104.20* | *$6.77* | **$110.97** | |
| | Thomas Aluminium Truss, 12" Base Plate | *$42.75* | *$2.78* | **$45.53** | *$64.12* | *$4.17* | **$68.29** | |
| | Thomas Aluminium Truss, 12" Grapple | *$40.33* | *$2.62* | **$42.95** | *$60.49* | *$3.93* | **$64.42** | |
| | Thomas Aluminium Truss, 20.5" x 20.5" x 10' | *$74.81* | *$4.86* | **$79.67** | *$112.21* | *$7.29* | **$119.50** | |
| | Thomas Aluminium Truss, 20.5" x 20.5" x 8' | *$69.46* | *$4.51* | **$73.97** | *$104.21* | *$6.77* | **$110.98** | |
| | Thomas Aluminium Truss, 20.5" x 20.5" x 5' | *$53.43* | *$3.47* | **$56.90** | *$80.15* | *$5.21* | **$85.36** | |
| | Thomas Aluminium Truss, 20.5" x 20.5" x 4' | *$53.43* | *$3.47* | **$56.90** | *$80.15* | *$5.21* | **$85.36** | |
| | Thomas Aluminium Truss, 20.5" x 20.5" x 3' | *$53.43* | *$3.47* | **$56.90** | *$80.15* | *$5.21* | **$85.36** | |
| | Thomas Aluminium Truss, 20.5" x 20.5" x 2' | *$53.43* | *$3.47* | **$56.90** | *$80.15* | *$5.21* | **$85.36** | |
| | Thomas Aluminium Truss, 20.5" Corner Block | *$53.43* | *$3.47* | **$56.90** | *$80.15* | *$5.21* | **$85.36** | |
| | Thomas Aluminium Truss, 20.5" Hingle Plate | *$69.46* | *$4.51* | **$73.97** | *$104.20* | *$6.77* | **$110.97** | |
| | Thomas Aluminium Truss, 20.5" Base Plate | *$42.75* | *$2.78* | **$45.53** | *$64.12* | *$4.17* | **$68.29** | |
| | Thomas Aluminium Truss, 20.5" Grapple | *$40.33* | *$2.62* | **$42.95** | *$60.49* | *$3.93* | **$64.42** | |

**ELECTRICITY INCLUDED*

***INSTALLATION, REMOVAL, ELECTRICITY & ONE (1) FOCUS INCLUDED*

**25% DEPOSIT REQUIRED WITH ORDER SUBMISSION & PAYMENT:**

**GRAND TOTAL:**

**OCCC TERMS & CONDITIONS**

- The OCCC requires a 25% deposit on all rigging equipment orders to secure equipment in our inventory. When submitting your order, please include this 25% deposit with your submission or your order will not be accepted.
- OCCC Rigging is responsible for assembling and installing all truss and motors. Signs and/or truss exceeding 100 lbs. will require a chain hoist. Only rated rigging hardward is permitted. Rigging hardware is available through the OCCC at an additional charge (aircraft cable, ropes, etc.). Par can refocuses require an additional labor charge.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required at the close of the show.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Orders received on site are subject to a 50% price increase over base rates.
- All prices are subject to change without notice.

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Exhibitor Services

# METHOD OF PAYMENT FORM

**NAME OF EVENT:** MegaCon

**BOOTH #:** _____

**EXHIBITING COMPANY:** _____

**BOOTH SIZE:** _____ X _____

**PHONE:** _____ **FAX:** _____

**BOOTH TYPE:**

**EMAIL:** _____

☐ INLINE ☐ ISLAND

**ADDRESS:** _____

☐ PENINSULA ☐ OTHER

**CITY:** _____ **STATE:** _____

**I AM:**

**ZIP CODE/PROVIDENCE:** _____ **COUNTRY:** _____

☐ THE EXHIBITOR

**ORDER CONTACT NAME:** _____

☐ AN EAC/I&D: _____

**PHONE:** _____ **FAX:** _____

☐ OTHER: _____

**ORDER CONTACT EMAIL:** _____

**EMAIL FOR INVOICES:** _____

****THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

| MegaCon | PLACE ORDER VIA PHONE, FAX, MAIL OR ONLINE: | OCCC MAILING ADDRESS: |
|---|---|---|
| **OCCC EXHIBITOR SERVICES COORDINATOR:** | **ORDER ONLINE:** www.occc.net/exhibitor | Orange County Convention Center |
| Todd Scott | **EMAIL US:** exhibitor.services@occc.net | 9860 Universal Blvd. |
| (407) 685-5897 | **SEND VIA FAX:** (407) 685-9884 | ATTN: Exhibitor Services |
| Todd.Scott@occc.net | **CALL US:** (407) 685-9824 or (800) 345-9898 | Orlando, FL 32819-8199 |

☐ **COMPANY CHECK**

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

☐ **THIRD PARTY REQUEST**

An OCCC Third Party Billing Agreement Request must be submitted in addition to this Method of Payment form for your order to be processed. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor.

☐ **CREDIT / DEBIT CARD**

OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

☐ **ELECTRONIC FUNDS TRANSFER**

OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees are included in their payment.

**CARD TYPE:** ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

**CARD NUMBER:** _____ **EXPIRATION DATE:** _____ **SECURITY CODE:** _____

**CARDHOLDER NAME:** _____

**BILLING ADDRESS:** _____

I, the undersigned cardholder, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electrical, rigging, lighting, water & drain, compressed air, propane & natural gas, cable TV and firewatches.

**SIGNATURE:** _____ **DATE:** _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

**NAME:** _____ **SIGNATURE:** _____

**NAME:** _____ **SIGNATURE:** _____

**NAME:** _____ **SIGNATURE:** _____

Orlando
Orange County Convention Center
Exhibitor Services

# THIRD PARTY AUTHORIZATION FORM

**NAME OF EVENT:** MegaCon

**EXHIBITING COMPANY:** _____ **BOOTH #:** _____

**THIRD PARTY COMPANY:** _____

**PHONE:** _____ **FAX:** _____

**ADDRESS:** _____ **CITY:** _____

**STATE:** _____ **ZIP CODE/PROVIDENCE:** _____ **COUNTRY:** _____

**THIRD PARTY CONTACT NAME:** _____

**DIRECT PHONE:** _____ **FAX:** _____

**ORDER CONTACT EMAIL:** _____

**EMAIL FOR INVOICES:** _____

## PLEASE SELECT PAYMENT TYPE AND SERVICES TO BE INVOICED

Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. By submitting this form, the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balances at the end of a show, all charges will revert to the exhibitor. This form must be submitted with its accompanying Method of Payment form and order form(s). The OCCC reserves the right to deny any Third Party Authorization Request, in which case the exhibitor will be responsible for all charges.

| THIRD PARTY WILL PAY FOR: | EXHIBITOR WILL PAY FOR: |
|---|---|
| ☐ ALL SERVICES | ☐ NO SERVICES |
| ☐ ELECTRICITY | ☐ ELECTRICITY |
| ☐ RIGGING/LIGHTING | ☐ RIGGING/LIGHTING |
| ☐ WATER/DRAIN | ☐ WATER/DRAIN |
| ☐ GASES | ☐ GASES |
| ☐ OTHER | ☐ OTHER |

☐ **COMPANY CHECK**

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

☐ **ELECTRONIC FUNDS TRANSFER**

OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the third party's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

☐ **CREDIT / DEBIT CARD**

OCCC will charge your credit/debit card in full for your advance order and any addition charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

**CARD TYPE:** ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

**CARD NUMBER:** _____ **EXPIRATION DATE:** _____ **SECURITY CODE:** _____

**CARDHOLDER NAME:** _____

**BILLING ADDRESS:** _____

I, the undersigned cardholder, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electrical, rigging, lighting, water & drain, compressed air, propane & natural gas, cable TV and firewatches.

**SIGNATURE:** _____ **DATE:** _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

**NAME:** _____ **SIGNATURE:** _____

**NAME:** _____ **SIGNATURE:** _____

**NAME:** _____ **SIGNATURE:** _____

Orlando
Orange County Convention Center
Exhibitor Services

# SERVICE PLACEMENT DIAGRAM FORM

NAME OF EVENT: MegaCon

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

ORDER CONTACT NAME: _____

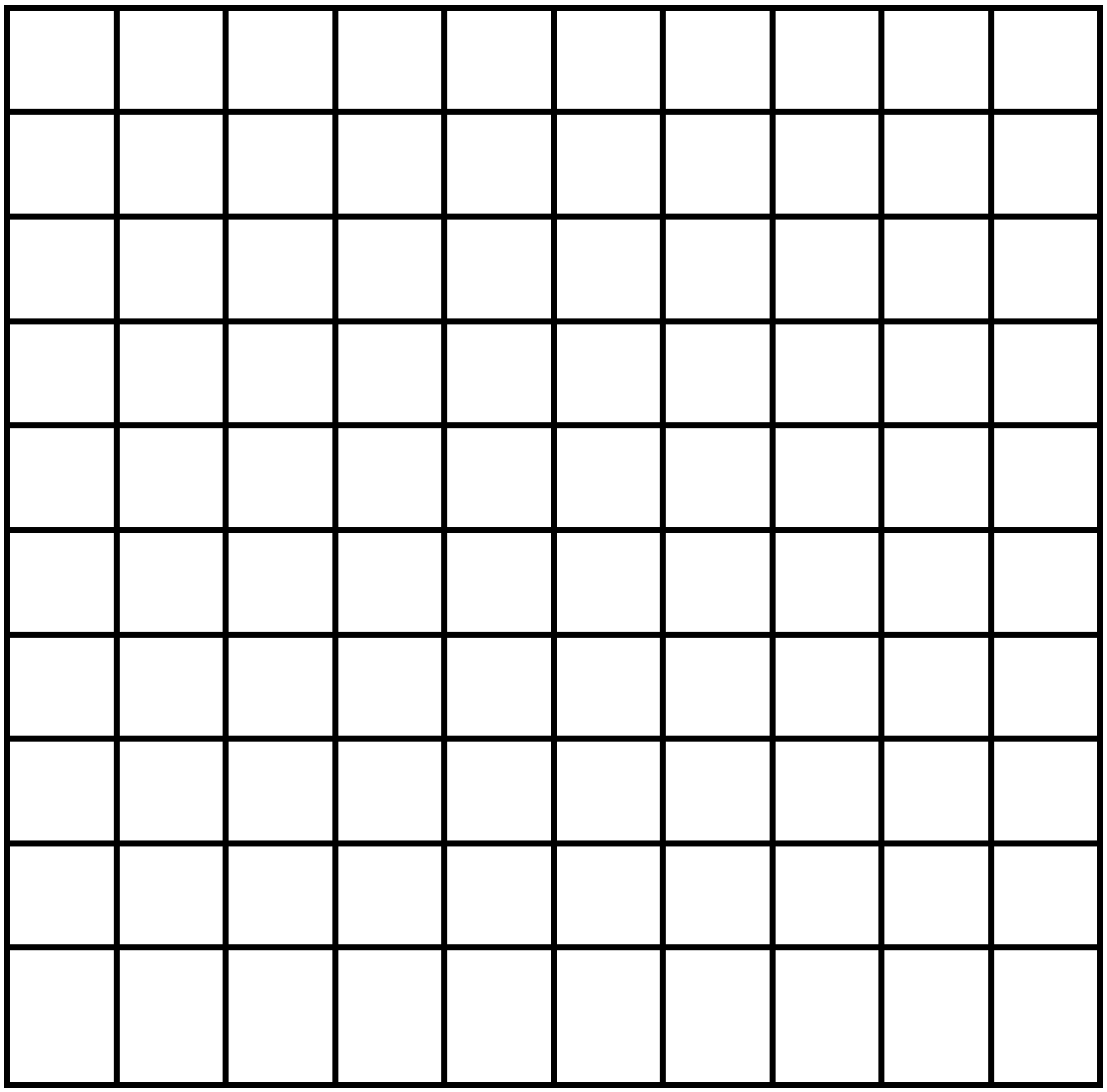
PHONE: _____

FAX: _____

EMAIL: _____

**BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____**

**ADJACENT BOOTH OR AISLE #:** _____



**ADJACENT BOOTH OR AISLE #:** _____

**FRONT OF BOOTH - AISLE # _____**

**SPECIAL INSTRUCTIONS/COMMENTS/NOTES:**

Orlando
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# BALLOONS & OTHER LIGHTER-THAN-AIR OBJECTS AGREEMENT

**NAME OF EVENT:** MegaCon **BOOTH #:** _____

**EXHIBITING COMPANY:** _____ **BOOTH SIZE:** _____ X _____

**AGREEMENT CONTACT NAME:** _____

**PHONE:** _____ **FAX:** _____

**EMAIL:** _____

****TO COMPLETE THIS AGREEMENT YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

The undersigned agrees to the following rules. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays, per Show Management rules, inside the Orange County Convention Center:

1. Distribution or sale of lighter-than-air objects will not be permitted. The use of a lighter-than-air object in your booth requires Show Management approval.

2. Helium (or other compressed gas) tanks can not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.

3. All lighter-than-air objects must be properly tethered.

4. All items must be removed from the Convention Center property at the close of the event.

5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of $100.00 per item. An open credit card invoice will be held at the Exhibitor Services Desk to cover any retrieval costs.

A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

**SIGNATURE:** _____ **DATE:** _____

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# OCCC EXHIBITOR ELECTRICAL CONDITIONS

**Electrical Conditions & Guidelines:**

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
4. Under NO circumstances shall anyone other than an OCCC electrician make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the OCCC for this service order shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.
8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.
9. All exhibitors 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by OCCC's electrical supervisors.
11. Incentive orders will receive priority service.
12. Prices are based upon current wage rates and are subject to change without notice.
13. All payments MUST be paid in full before services are provided. Onsite orders are subject to a 50% increase over the base rate.
14. The exhibitor releases, waives and holds harmless the OCCC, it officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
15. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
16. Obstructions blocking utility floor boxes are subject to relocation as necessary.
17. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
18. All electrical services are to be billed to the next greatest wattage (i.e. 15amp 208v single phase = 20amp 208v single phase).
19. The OCCC does not provide distribution panels. If an exhibitor orders “bulk power”, the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

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# OCCC EXHIBITOR RIGGING CONDITIONS

**Rigging Conditions & Guidelines**

The OCCC is the exclusive rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following rigging guidelines are applicable to all show managers, service contractors, exhibitors and exhibitor appointed contractors (EACs).

1. The OCCC is the exclusive provider of rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural engineer's seal of approval.
5. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. All hardware is required to have a working load limit (WLL).
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging department a MINIMUM of THREE WEEKS in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed.
10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. The OCCC's Rigging department can be reached by phone (407) 685-5555, or via fax (407) 685-5974 to clarify or assist you with any concerns you have in regards to aerial rigging at the OCCC.
16. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

Orlando Orange County Convention Center
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# OCCC EXHIBITOR RIGGING CONDITIONS

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Seams:

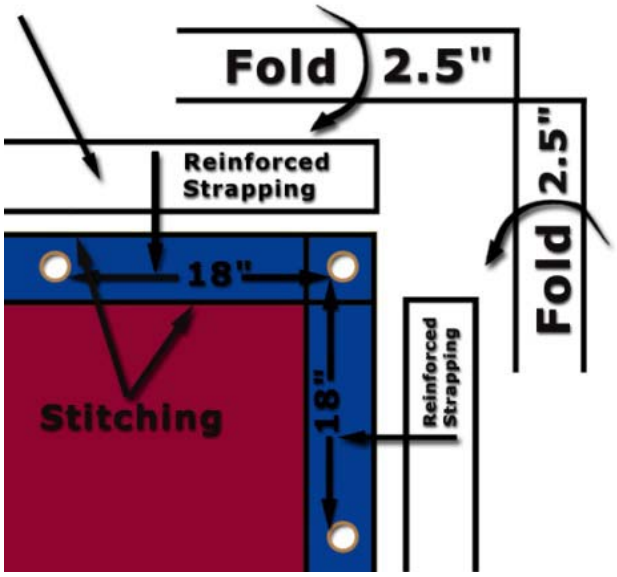
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, we require double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

Exterior Banners:

1. Banners to be installed on the exterior of the building must be designed with the elements in mind.
2. The banner must be constructed of a material that allows the wind to flow easily through it. If the banner is made of vinyl, construction wind pockets must be cut into the banner, or we recommend the use of a 70 percent mesh material for banner construction.
3. Banners must have grommets horizontally along the top and bottom of the banner at a minimum of 18 inches to 2 foot intervals.
4. Banners must have grommets vertically placed along both sides of the banner at a minimum of 48 inches if the banner is 8 feet tall or greater.
5. All edges of the banner will be folded over, glued and double stitched, and preferably webbing reinforced before installation of the grommets. All mesh banners must be webbing-reinforced in between all folds before grommet installation.
6. The grommets in the corners will be reinforced due to this area handling most of the stress in the banner.
7. Banners must be made of lightweight materials.
8. The material should be water-resistant so there will not be a substantial increase in weight when it becomes wet.
9. All banners are subject to removal without notice in the event of SEVERE WEATHER NOTICE.




Hardware:

1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.

Manufactured or Custom Built Signs:

1. All signs must be well-made and in good condition to be suspended.
2. All drawings, diagrams, etc. must be submitted at least three weeks in advance of the event.
3. All signage is subject to on-site inspection for final approval.
4. An engineer's certification may be required under certain conditions.
5. All hardware and equipment must be approved by the manufacturer for overhead suspension.

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# OCCC EXHIBITOR
# GAS, AIR & PLUMBING CONDITIONS

**OCCC Compressed Air, Gas & Plumbing Conditions & Guidelines**

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. OCCC staff must perform any and all booth anchoring / drilling.
4. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
5. All gas will be removed or shut off one hour after the close of each day. LP gas prices include hook-up and dismantle of tank each day.
6. Please provide an attached drawing indicating location of your connection(s). If a drawing is not provided, the OCCC will install the service in the most convenient location and charges will apply for relocation.
7. Labor charges will apply for service calls.
8. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
9. Claims will NOT be considered unless filed by Exhibitor before the close of show at the OCCC Exhibitor Services desk.
10. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of show.
11. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe the OCCC.
12. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.
13. Obstructions and blocking utility floor boxes are subject to relocation as necessary.
14. The exhibitor must notify the OCCC Exhibitor Services desk for installation if no detailed diagram has been submitted indicating the location of the ordered services.

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# OCCC EXHIBITOR EAC CONDITIONS

**OCCC Exhibitor-Appointed Contractor (EAC) Guidelines**

1. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
2. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
3. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
4. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
5. If permitted by show management, exhibitor rigging services are available through OCCC Exhibitor Services. A rigging form should be included in your exhibitor kit. If not, check with show management before placing an order for this service. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
6. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
7. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
8. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
9. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
10. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
11. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County's fee schedules.
12. Painting signs, exhibits or other objects is not permitted in the OCCC.
13. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
14. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted in any meeting room or public area; e.g., restrooms, concourses. Smoking is prohibited in exhibition halls during move-in and move-out. The Lessee or its general contractor shall post appropriate signage and enforce this policy.
15. Static helium balloon displays are permitted after filing a Balloons Agreement with OCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
16. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
17. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.

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# OCCC EXHIBITOR SECURITY INFORMATION

The OCCC maintains 24-hour security presence, 7 days a week. The OCCC Security Division is responsible for providing a safe and secure environment for everyone. Additionally, the Orange County Deputy Sheriff's Office has dedicated a squad of deputies to patrol the OCCC. The following guidelines are applicable at the OCCC:

1. All show management, exhibitors and attendees must wear an approved show management badge for admittance to any exhibit hall. We recommend show management provide badges to their staff, exhibitors and service providers in advance of the show. All other personnel working at the Center must be badged with an approved Show Management or OCCC badge.
2. Any person without an approved event badge or OCCC badge requesting access into the exhibit hall will be provided with a "Temporary Day Badge (TDB)" issued by OCCC Security. The locations for issuance of the "TDB" are West Building – West Command Dock 7 and North/South Building – North and/or South employee checkpoints. To obtain a TDB an approved form of photo identification (valid driver's license, passport, valid state, federal or military identification card) must be surrendered prior to issuance, and will be returned upon completion of the day.
3. OCCC Security maintains closed circuit TV monitoring of the OCCC to include parking lots and surrounding grounds.
4. Criminal background checks are conducted on all full-time and part-time OCCC employees as a condition of employment.
5. Security personnel will conduct random vehicle and package inspections.
6. The OCCC Security Division will assign an Event Security Liaison Officer to assist in the review of the event's contract security provider's plan to ensure all security needs are met and in compliance with OCCC requirements.
7. Should you require additional assistance, please contact OCCC Security.

**Medical Emergencies & First Aid at the OCCC**

In the event of a medical emergency while on-site at the Orange County Convention Center (OCCC), please do not call 911. The OCCC is extremely large and emergency personnel must be directed to the location of the incident as promptly as possible. This can only be achieved by directing the emergency through the Building Security Section. The following steps should be followed to ensure a timely response:

For Serious Medical Emergencies:

- In the West Building dial ext. 5-1119 from any house phone in the building and/or notify a uniformed security representative. Please have as much information about the emergency as possible (location, type of individual, nature of the emergency). Alert security to contact the paramedic on-site, if applicable.
- In the North/South Building dial ext. 5-7119 from any house phone in the building and/or notify a uniformed security representative. Please have as much information about the emergency as possible (location, type of individual, nature of the emergency). Alert security to contact the paramedic on-site, if applicable.
- Once security has been called, the Security Rep will respond to evaluate and stabilize until paramedics, if applicable, arrive and assess. Ambulance service will be provided by the paramedic service, if applicable.

For Minor Incidents/First Aid:

- For minor incidents in the West Building, notify the Building Security Section via any house phone in the building at ext. 5-9828 or 5-1128. In case of an emergency, dial ext. 5-1119.
- For minor incidents in the North/South Building, notify the Building Security Section via any house phone in the building at ext. 5-7102. In case of an emergency, dial ext. 5-7119.
- Notify uniformed security personnel or paramedic. Provide as much detailed information regarding the incident.

West Building Med Rooms:

- Med 1 – In front of Hall D/2, across from W-Room 224
- Med 2 – In front of Hall E, across from W-Rooms 230 & 231
- Med 3 – In Central Lobby by Hall C
- Med 4 – South Lobby – Level 1

North/South Med Rooms:

- Med 5 – South A – Dock Side
- Med 6 – South B – Concourse – Level 2
- Med 7 – North B – Dock Side
- Med 8 – North A – Concourse – Level 2

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# OCCC EXHIBITOR FIRE REGULATIONS

**Cooking Information**

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking/Open Flame Agreement form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations

**Permitted Cooking Appliances Must Meet The Following Conditions:**

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Orange County Fire Marshal) are taken. Prior approval from the Orange County Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers. **Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Orange County Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.* Prior approval from the Orange County Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
    - Fryers
    - Grills, Ranges, Griddles, Broilers, Chain-broilers
    - Ovens

    Please Note: A firewatch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Orange County Fire Marshal.

**Covered Booth Guidelines (Less than 300 Square Feet)**

Please See Multi Level Guidelines Information Sheet

**Facility Emergency Equipment**

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

**Flame Resistance Information**

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.

- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

**Gas Information**

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

**Gas - Compressed/Inert**

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Management department has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

**Inert Gas Cylinders**

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during “move-in” or “move-out”.
- Compressed inert gas cylinders may be located in an exhibit space after “move-in” is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

**Gas – Natural**

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Exhibitor Services division or via our website @ www.occc.net/exhibitor. **Please Note:** Exhibitors placing natural gas orders are to provide a “Service Placement Plot” drawing depicting exact placement of the requested line drop.

**Gas – Liquid Petroleum (LP)**

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

**Gas – Storage**

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

**Hazardous Chemicals**

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or

applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

**Multi-Level Exhibits & Covered Booths Over 300 Square Feet**

Please See Multi Level Guidelines Information Sheet

**Open Flame, Pyrotechnics and Special Effects**

**Open Flame**

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. Consult the OCCC Exhibitor Services department for further information and approval by the Orange County Fire Rescue Department.
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

**Candles**

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

**Pyrotechnics**

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

**Special Effects – Fog & Hazers**

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1. that the exhibitor services coordinator be notified, and 2. that the fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited.
- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

**Special Effects - Lasers**

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the Federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.

Orlando
Orange County Convention Center
Exhibitor Services

# OCCC EXHIBITOR FIRE REGULATIONS

**Permit Overview/Including Cooking Information**

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks** or **special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths**.
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

**Vehicles**

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-half capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu o f a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

**Welding**

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.